

# SUPPLEMENT

TO THE

## CIVIL SERVICE REGULATIONS

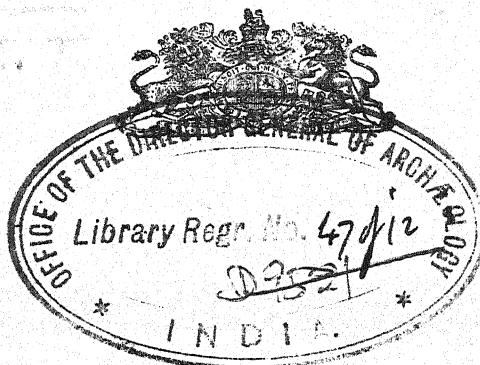
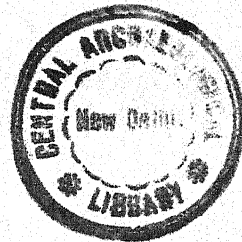
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## PREFACE TO THE FIRST EDITION.

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GOVERNMENT orders bearing on the rulings in the Civil Service Regulations were collected and included in this Office Manual, Vol. II, Part I, which was published in 1902. The present edition includes many new rulings and refers to the articles according to the revised numbering introduced in the Fourth Edition of the Civil Service Regulations. Many orders have been quoted from similar publications of other account offices and these have been acknowledged by showing the name of the province in brackets after the order.

Intimations of any errors and omissions and the inclusion of obsolete orders that may be discovered will be gratefully received.

J. A. ROBERTSON,  
*Comptroller, India Treasuries.*

IMPERIAL SECRETARIAT BUILDINGS,  
CALCUTTA,  
*The 26th March 1909.*



## PREFACE TO THE SECOND EDITION.

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THE numerous addenda and corrigenda to the First Edition of the India Supplement to the Civil Service Regulations have rendered the issue of a Second Edition necessary. The arrangement of this Edition follows that of the Fifth Edition of the Civil Service Regulations. In future only this Edition should be referred to or quoted.

It will be kept up to date by the insertion of additions and corrections issued from time to time.

U. L. MAJUMDAR,  
*Offg. Comptroller, India Treasuries.*

IMPERIAL SECRETARIAT BUILDINGS,

CALCUTTA,

*The 31st March 1912.*





SUPPLEMENT  
TO THE  
CIVIL SERVICE REGULATIONS.

PART I.

CHAPTER I.—GENERAL SCOPE.

*Officers of the Royal Indian Marine are subject to Civil Service Regulations.*

G. I., Marine 1. The rules in the Civil Service Regulations should apply to the C. S. R.—3.  
D., 1075-M., officers of the Royal Indian Marine serving under Local Governments.  
5-8-08.

F. D. 4746-  
T. A.,  
11-8-08.  
Dy. G. I.-  
1235.

**Right of Changing or Interpreting Rules.**

*Application of the old pension rules.*

S. S. 169- 2. The Government of India has been authorized to grant invalid, C. S. R.—4.  
Finl., 25-9- superannuation and compensation pensions on the old scale (as per 6th  
03. Edition of Finance Department Codes) if it is more favourable to the  
F. & C. recipients, provided the officers to whom it is applied entered the service  
6333-P., before the introduction in January 1888 of the new rules sanctioned in  
22-10-03. Lord Cross' Despatch of the 28th July 1887, No. 196, to the Government  
Dy. G. I.- of India. See also Articles 474 and 481, Civil Service Regulations.  
1409.

S. S. 49-Finl.,  
11-4-02.  
Dy. G. I.-  
204.

I. S. P. R.- 3. The application of the old pension rules may be made to the pen-  
944, sion of an officer who retired long before the orders of the Secretary of  
21-3-06. State were issued.

G. I., F. D., 4. The Government of India have delegated to all Local Govern-  
6856-P., ments the power, vested in them by paragraph 2 above, of granting  
19-12-08. invalid, superannuation and compensation pension to an officer who  
Dy. G. I.- entered Government service before the introduction of the existing scale  
2402. of pension, under the old scale when that scale is more favourable to the  
(Bundle officer.  
Record—  
G. I.-121 of

1908-09, Mis., Retrospective effect can be given to these orders only from the  
28-4-02 and dates of the receipt of the orders by the Government of India and not  
12-10-03.) from the date of the retirement of the officer when that is the prior date.

G. I., F. D.,  
5412,  
25-11-90.

5. Communications regarding the interpretation of the rules in the Civil Service Regulations should be addressed to the Government of India, Finance Department. Applications for the alteration or relaxation of the rules, or for special concessions in cases not exactly covered by them, will continue to be addressed to the Secretariat of the Government of India in which administrative questions relating to the department are dealt with. (Bengal.)

## CHAPTER II.—DEFINITIONS.

## Active Service.

*Acting appointments vice officers undergoing a course of training.*

G. I., F. D.,  
3328-  
F. O. & A.,  
30-6-10.  
Dy. G. I.-  
1319.

6. The Government of India have decided to authorise Local Govern- C. S. R.—6.  
ments to allow, at their discretion, acting appointments to be made in the  
place of officers ordered or permitted to undergo a course of training in  
School, College or other institution.

*Privilege leave counts as service for the furlough with which it is  
combined.*

G. I., F. D.,  
2585-P.,  
14-5-01.  
Dy. G. I.-  
314.

7. Privilege leave combined with other leave counts as active service C. S. R.—8,  
and, therefore, as service for the furlough with which it is combined.

## European Surveyors.

G. I. Fin. 73,  
8-4-86.  
Dy. 21.

8. The period spent by European Surveyors on half-pay in India up  
to five years should be treated as active service and counts for pension  
and leave.

*Military officers with China, South Africa and the Somaliland Field  
Forces.*

G. I. Fin.  
1549-P.,  
14-3-05.  
Dy. G. I.-  
2548.

9. In the case of military officers whose services have been lent to the  
War Office for employment with the China, South Africa and the  
Somaliland Field Forces, the period of actual duty on foreign service  
should be treated as active service counting towards Indian furlough.

*Probationers in the Political Department subject to Military Leave Rules.*

G. I. Fin.  
3317-P.,  
22-7-01,  
to A. G.,  
Punjab; copy  
received with  
Dy. G. A.-15  
of 1901-02.

10. Supernumerary Assistant Commissioners appointed as Political C. S. R.—10.  
Probationers remain subject to the Military Leave Rules, except as  
regards privilege leave, till they either complete three years' continuous  
service in the Civil Department or receive substantive appointments in  
that Department, whichever is earlier.

NOTE.—Since the re-organisation of the Political Department (1st February 1906),  
the military probationers in the Department reckon their civil service from the date of  
their appointment as probationers and come under the civil leave rules from that date.  
This includes the period of their training in the Punjab or the Frontier Province. (C. I. T.  
U. O. No. 316, d. 2-10-09.)

*Passport fees are actual travelling expenses.*

L. W. G. A.-  
1-10, 19-5-09.  
28 and 19  
12 c. 126-G. A.  
1909-10.

11. Charges on account of passport fees are regarded as a part of C. S. R.—13.  
actual travelling expenses.



### Average Salary.

*Pay of temporary appointment not to be taken into account.*

G. I., F. D., 936-P., 19-2-01. **12.** The extra salary of a special temporary appointment should not be taken into account in calculating half average salary under Articles 314 and 16 of the Civil Service Regulations. This ruling does not apply to cases where the temporary appointments are, in fact, temporary additions to regular graded establishments on rates of pay recognised for those establishments, but it applies only to temporary appointments on special rates of pay. (Madras.) C. S. R.—16.

G. I., F. D., 5664-P., 17-9-03. **13.** In the case of compulsory recall to duty from leave out of India under Article 199, Civil Service Regulations, a fresh calculation of average salary should be made and entered in the last-pay certificate by taking into account the last three years spent on duty or privilege leave *before* and *after* the leave from which the officer was recalled.

*Time spent by Royal Engineer Officers at Chatham.*

G. I. Fin. 4760-P., 4-9-02. Dy. G. I. 929. **14.** Time spent by Royal Engineer Officers at the School of Military Engineering at Chatham should be treated as time spent on special duty in England qualifying for leave within the meaning of Note 2 to Article 16 of the Civil Service Regulations.

### Continuous Service and Continuous Active Service.

*Furlough for three months combined with Privilege Leave for three months.*

G. I., F. D., 2585-P., 4-5-01. **15.** Furlough not exceeding three months, combined with privilege leave for three months, does not constitute an interruption of "continuous service" and "continuous active service." C. S. R.—22.

G. I., F. D., 7336-P., 13-12-07. Dy. G. I. 2554. **16.** Furlough for less than three months, combined with study leave, does not constitute an interruption of continuous service even though the combined leave—furlough and study leave—exceeds three months.

*Subsidiary Leave.*

G. I., F. D., 109, 5-4-84. **17.** A proposal having been made to the Government of India that subsidiary leave should be included in "continuous service," it was decided that, as the effect of the change would be so small, it was not necessary to ask the Secretary of State to sanction it. (Burma.)

*Family.*

G. I., F. D., 734-E. B., 5-2-12. Dy. G. I. 3729. **18.** Family as defined in Article 25, Civil Service Regulations, does not recognise an adoptive-mother, a step-mother, and other such adventitious dependants and Article 1098, Civil Service Regulations, should be interpreted accordingly. C. S. R.—25.

*Postings and transfers of Police officers in Rajputana.*

G. I., For. D., 2057 and 2508-Est. A., 4-9-11. Dy. G. I. 3109. **19.** The Agent to the Governor General in Rajputana and Chief Commissioner of Ajmer-Merwara has been authorised by the Government of India in the Foreign Department to notify, in Part II of the *Gazette of India*, postings and transfers in the case of all Police appointments under his control in Rajputana and Ajmer-Merwara. C. S. R.—34 and Appx. I.

*Charge allowance to Political officers in Baluchistan.*

- G. I., For. D., 1834-Est. A., 20-6-11. Dy. G. I.-1196. **20.** The Agent to the Governor General and Chief Commissioner in Baluchistan is not competent to sanction the grant of charge allowance to any officer for holding charge of the current duties of an appointment included in the cadre of the Political Department.

C. S. R.—34  
and Appx. I.,  
Part I,  
Entry  
Nos. 10A—  
15.

*Head of a Department.*

- G. I., F. D., Resolution 5525-Ex., 19-11-09. Dy. G. I.-2358. **21.** As the Government of India have found it difficult to frame a list of the various officers serving under Local Governments and Administrations who should be recognised as "Heads of Departments" for the purpose of delegation of powers, they have decided to leave it to the discretion of Local Governments and Administrations to distinguish the officers who are to be regarded as such, subject to the observance of the general principles enunciated below:—

C. S. R.—34.

Powers should not, in the opinion of the Government of India, be vested in an officer who is working under the immediate orders of an administrative superior (other than a Board of Revenue or Financial Commissioner) nor to an officer who, from the nature of his appointment, is not likely to be thoroughly acquainted with the principles of the Civil Service Regulations or the Civil Account Code, nor should the power be delegated to officers of practically minor importance. Some latitude must be observed in the interpretation of these provisos, but there should be no difficulty in deciding on the merits of each case. Thus there will, in the opinion of the Government of India, be no question as to the propriety of including in the definition the officers shown in Part II of Appendix 1-A., Civil Service Regulations; but the principles stated above should operate to exclude officers of the type of Private Secretaries to Heads of Provinces or Administrations, Collectors of Customs at minor ports, Superintendents of the Civil Veterinary Department, Principals of Colleges, Curators of Museums, Deputy Inspector General of Police, Deputy Sanitary Commissioners, or Provincial Superintendents of Printing. Deputy Commissioners or Collectors of Districts should not, in the opinion of the Government of India, be included in the definition, except in Madras, where there are no Divisional Commissioners.

All Local Governments and Administrations should forward to the Audit officers with whom they are concerned a list of the officers to whom it may be decided to extend the term of "Head of a Department."

**Military Officers.***Military officer transferred to Foreign Service.*

- F. D. 3977-P., 9-9-98. Dy. G. I.-739. **22.** A military officer transferred from the Civil or the Military Department to foreign service of the first kind remains under the leave rules to which he was subject before his transfer.
- G. I. For. 1637-G., **23.** In the case of Colonel H. A. Vincent, Political Agent in Baghelkhand, and Superintendent of the Rewa State, the Government of India

C. S. R.—35.

8-10-94.  
Dy. 923.

in the Foreign Department decided that he might be treated, for purposes of leave and furlough, as subject to the Civil Leave Rules, being an officer on foreign service of the third kind. C. S. F.

*Medical officer without substantive appointment.*

G. I. Fin.  
5181-P.,  
16-12-96.  
Dy. 1281.

24. A commissioned medical officer in civil employ, who, while on long leave in Europe, has lost a lien on his substantive appointment under the operation of Article 211 (b), continues subject to the Civil Leave Rules notwithstanding that on return from leave he is not posted to a substantive appointment in the Civil Department.

G. I., H. D.,  
662, 20-4-09.  
Bundle No.  
G. A.-122 of  
1909-10.  
Extract  
para. of  
letter 775,  
20-4-00,  
of the  
G. I., H. D.,  
to the  
Govt. of Bo.,  
received with  
letter  
G. A. D.-  
7155,  
26-7-06, of  
A. G., Punj.  
Dy. F. S.-  
204.  
For. Dept.  
U. O. 624-G.,  
8-9-08.

25. The Government of India have decided to permit the counting of periods of plague duty performed by officers of, or subsequently admitted to, the Indian Medical Service towards the three years' officiating service which a military officer is required by Note 2 to Article 35 (e), Civil Service Regulations, to render in civil employ before he can be considered to be in permanent civil employ. It is, however, to be distinctly understood that claims to be given the benefit of this order need be entertained only in the case of officers who are already on the list of candidates for civil employment, or who have shown themselves in the course of their plague duty to be fit to be placed on the list, and to guard against the possibility of a junior officer who, for local reasons, has been appointed to plague duty, deriving an unfair advantage over his seniors. The Governor General in Council considers that the Government of Bombay (Local Government) should decide on its merits any case in which the application of the rule would inflict hardship on officiating officers not employed on plague duty. C. S. F. (2).

NOTE.—The same rule applies to famine duty in the case of an Indian Medical Service officer who is an accepted candidate for civil employment.

*Medical Officer retained as a Supernumerary.*

G. I. Fin.  
4167-P.,  
80-9-96.  
Dy. 906.

26. The period during which an officer of the Indian Medical Service is retained as a supernumerary in the Civil Department under the orders contained in Home Department Resolution Nos. 14-M.—760-772, dated 12th December 1894, counts as continuous service in the Civil Department for the purposes of rule 2 under Article 35.

G. I. Fin.  
4072-P.,  
11-8-00.  
Dy. 767.

27. Temporary reversions to military duty in consequence of field operations should not in the case of a military officer operate as a break cancelling the past officiating service of such officer for the purposes of rule (2) under Article 35.

*Joining time of a Military Officer from the Military Department to the Civil Department forms a part of the three years' continuous officiating service.*

G. I., H. D.,  
1155, 5-7-09.

28. The period of transit of a military officer from the Military Department to the Civil Department should be treated as part of the three



l.—35.  
Dy. G. I.-  
990.  
Bundle No.  
122-G. A. of  
1909-10.

years' continuous officiating service referred to in rule 2 under Article 35 (e), Civil Service Regulations. C. S. R.—35 (2).

*Permanent Civil Employ.*

29. A military officer appointed provisionally under Article 89, Civil Service Regulations, is in permanent civil employ from the date of such provisional appointment and becomes subject to Civil Leave Rules from that date. (Bengal.)

*Medical Officers officiating in Civil employ on taking study leave.*

l.—35  
G. I., F. D.,  
4043-P.,  
3-7-07.  
Dy. G. I.-  
1047.

30. Study leave granted to an officer of the Indian Medical Service officiating in civil employ shall not operate as a break within the meaning of Article 35 (e) (2) of the Civil Service Regulations, but it is not to count towards the three years' continuous officiating service necessary to entitle an officer to be treated for the purposes of the leave rules as in permanent civil employ.

*Medical Officer officiating in Civil employ on taking leave.*

G. I., F. D.,  
117-P.,  
11-1-97.

31. When an officiating officer takes leave, other than privilege leave or leave on medical certificate, he not only loses his lien with reference to addition to rule 2 under Article 35 of the Civil Service Regulations on his officiating appointment in the Civil Department, but also his position on the list of temporary medical officers, and would, if he entered that department again, have to begin service therein afresh. (Bengal.)

*Appointment of Limited Tenure.*

G. I. Fin.  
3639-P.,  
6-9-92.  
Dy. 617.

32. The test whether rule 3 under Article 35 applies to an appointment of limited tenure is whether the officer holding the appointment would or would not revert to military duty at the end of the period to which the tenure is limited. C. S. R.—35 (3).

G. I. Home  
159, 12-6-  
95.

33. Substantive *pro tempore* service in a tenure appointment followed without interruption by confirmation is included in the term of tenure.

G. I. Fin.  
191-P.,  
14-1-97.  
Dy. 1404.

34. Period spent on drill duty with their regiments by members of the Army Reserve withdrawn from their civil duties as well as the time spent by them in journeying between their stations and the place of training may be treated as duty qualifying for leave under Civil Rules. C. S. R.—35 (4).

*Gazetted Officer.*

G. I., F. D.,  
5283-P.,  
12-12-93.

35. The term "gazetted officer" is generally held to apply to an officer whose appointment is gazetted by Government and not by the Head of a Department. The broad line of demarkation between gazetted and non-gazetted officers should be that which separates the Provincial from the Subordinate Service; and all officers belonging to the Provincial Service should be held to be gazetted officers within the meaning of the Civil Service Regulations, whilst members of the Subordinate Service C. S. R.—36.



should not come within the category even if the appointments are published in the Gazette. Accordingly, all appointments which it is decided to include in the Provincial Service should be gazetted by the Local Government and the officers holding such appointments should be held to be gazetted officers within the meaning of the Civil Service Regulations, while those in the Subordinate Service shall, if gazetted at all, be gazetted by the Heads of Departments, who have the power to make appointments under orders of the Local Government. In provinces where the powers delegated to Heads of Departments elsewhere in respect of the latter class of appointments are exercised by the Head of the Administration himself, appointments of officers in the Subordinate Service shall, if gazetted, be notified in that part of the Gazette in which notifications by Heads of Departments appear. It should be understood that the notifications investing officers with powers under different Acts in order that the Courts may take judicial cognizance of them do not constitute the persons invested with such powers "gazetted officers" within the meaning of the Civil Service Regulations. (Bengal.)

*Status of Assistant Superintendents, Northern India Salt Revenue.*

F. & C.  
5524-Ex.,  
25-11-95,  
received with  
Com., N. I.  
S. R., 479,  
21-2-01.  
Dy. T. B.-  
908.

**36.** Assistant Superintendents of the Northern India Salt Revenue would be gazetted in Part II of the *Gazette of India* under the signature of the Commissioner, Northern India Salt Revenue. But they would not be gazetted officers within the meaning of the Civil Service Regulations.

**Pay and Salary.**

*Settlement Allowance.*

G. I., F. D.,  
1179-Ex.,  
16-3-96.

**37.** Exchange compensation allowance is admissible, in the same way as on salary, on the settlement allowances payable under the rules of the Settlement Department. (Bengal.)

G. I., F. D.,  
5322-F. O.  
& A.,  
21-10-09.  
Dy. G. I.-  
2072.

**38.** All personal allowances, for whatsoever purpose granted, shall, in future, be included in the term "salary" as used in the Resolutions in the Home Department, No. 209-221, dated the 16th February 1907, and No. 1079-1096, dated the 28th October 1908, which, respectively, sanctioned the grant of a monthly local (Simla) allowance and a monthly fuel (winter) allowance to certain Government establishments which move between Simla and Calcutta or are stationary at Simla.

*Charge Allowance of the Imperial Survey Officers.*

G. I., F. D.,  
749-C. S. R.,  
7-2-11  
Dy. G. I.-  
3841. Bundle  
No. 1062-  
G. A.  
of 1910-11.

**39.** Charge allowances (permanent and temporary) for Superintendents and Deputy Superintendents of the Survey of India count for both leave and pension.

*Pay of Appointment.*

G. I., F. D.,  
1821, 8-7-  
86, and  
988, 25-2-  
87.

40. There are two definitions of the term "Pay of appointment" C. S. R.—39. given in the Civil Service Regulations, viz., a general definition in Article 39 and a special one in Article 141. The special definition must be treated as an exception to the general definition only for the purpose of calculating acting allowances under Articles 141 and 144 and for no other purpose; and if it is necessary to apply the provisions of Article 96, the general definition of the term "Pay of appointment" must be used.

**Rule of Proportions.***Leave Allowance of Honorary Commissioned Officers and Senior Assistant Surgeons.*

G. I., F. D.,  
197-P.,  
15-1-95.

41. In the case of Honorary Commissioned Officers and Senior Assistant Surgeons, etc., electing or coming under the rules published in the special India Army Circular, dated 8th November 1889, the calculation should be made on the officer's whole pensionable service, and such proportion of their leave allowances under Articles 45 and 900 of the Civil Service Regulations should be charged against the Foreign State, as their service under that State bears to the whole pensionable service. The salaries drawn during the periods of service under the British Government and the Foreign State should not be taken into account. (Bengal.) C. S. R.—45.

*Leaves and overstay of leave.*

U. O. 361 of  
Feb. 1904  
and L. S.  
Pn.-1503,  
23-3-05, and  
Pn.-1501,  
23-3-05.

42. All leaves with allowances which count under Article 408, in the case of superior servants, and all leaves of inferior servants and all periods of overstay of leave, in all cases, should be excluded from the calculation of aggregate pay under Article 45, Civil Service Regulations.

*Inferior and Superior Service.*

L. S. Pn.-  
136, 8-5-03.

43. No distribution of pension for service, the inferior portion of which has been rendered under an Incorporated Local Fund and the superior under Government, is made. The inferior pension or gratuity debited to the Local Fund and the superior to the General Revenues.

44. In a case where a portion of the inferior service was under an Incorporated Local Fund and another under Government, and the superior wholly under the Incorporated Local Fund, the rule of proportion will apply—the two gratuities (both superior and inferior) taken together as one—even though under Article 799, Civil Service Regulations, the portion payable from the Incorporated Local Fund is less than one-fourth.

*Leave allowance in service both inferior and superior taken together.*

L. S. P. R.-  
130, 12-9-07.

45. In cases where the pension is granted on the inferior scale under Articles 398 and 460, Civil Service Regulations, for service both inferior and superior taken together, all leave allowances, both in inferior and superior service, should be excluded in working out aggregate pay under this article. (Article 45.)

*Sub. pro tem. Allowance in the calculation of Rule of Proportions.*

Bundle 600  
Pen. of  
1909-10.

46. The word "Pay" in Article 45, Civil Service Regulations, may C. S. R.—45. be interpreted in the limited sense of "Substantive pay" and does not include sub. *pro tem.* allowance.

*Warrant Officer.*

G. I., F. D.,  
U. O. 1653-  
F., 20-1-  
10; H. D.  
1348  
(Medl.),  
6-11-09;  
G. I., F. D.,  
5851-F. O.  
& A.,  
19-11-09.  
Dy. G. I.-  
2313 and  
Dy. I. D.-  
2673, 23-11-  
09.

47. Military Hospital Assistants, who are warrant officers under para- C. S. R.—48. graph 285 of Army Regulations, India, Volume II, do not come under the term "Warrant officers" as defined in Article 48 of the Civil Service Regulations. Military and Civil Hospital Assistants should be respectively styled in future "Native Military Assistant Surgeons and Sub-Assistant Surgeons."\*

\* G. I., H. D., No. 366—37-4-Medl., dated 1st April 1910, received with G. I., F. D., endt. No. 2188-Ex., dated 30th April 1910. Dy. G. I.-349.

PART II.—RULES REGARDING PAY AND ALLOWANCES.

CHAPTER III.—GENERAL RULES FOR REGULATING ALLOWANCES.

Condition of Age and Health.

*Medical Certificates.*

Cal. Gazette,  
11-9-95,  
Supplement,  
p. 1723.

48. Candidates for employment in Government service, either in a C. S. R.—49. particular department or generally, must, in Calcutta, go for medical examination to the medical officer to whom the department in which they wish to serve has been allotted, or to the Professor of Ophthalmic Surgery if they seek employment generally, and to no other officer. In the mofussil, they must go to the Civil Surgeon or Civil Medical Officer of the district in which they wish to serve. In all cases a fee of R4 will be charged to the examinee.

49. In every case, if the opinion of the medical officer is unfavourable to the applicant, an appeal will lie to the Medical Board, and the decision of the Board shall be final.

*Inferior Service.*

F. & C.  
3070-P.,  
28-5-03.  
Dy. G. I.-  
447.

50. The term "Inferior service" in paragraph 2, Article 50, Civil C. S. R.—50. Service Regulations, should be understood in a comprehensive sense, exempting all members of the menial establishments from the production of a medical certificate on their appointment to a pensionable post in superior service whether their inferior service was qualifying or not.

*Promotion from non-qualifying Local Fund Service to Government Service (both superior).*

G. I. Fin.  
4757-P.,  
6-8-03.  
Dy. G. I.-  
916.

51. The production of a medical certificate is necessary in the case of an officer promoted from non-qualifying superior service paid from a Local Fund to a post in superior Government service.

*The Inspector General, Imperial Service Troops, can dispense with the production of health certificates.*

G. I., For. D.,  
2455-Est. A.,  
2-8-10; I. G.  
1172-Est.,  
11-8-10.  
Dy. I. D.-  
1842.

52. The Inspector General, Imperial Service Troops, is delegated with the powers of the Government of India in the Foreign Department, under Article 50 of the Civil Service Regulations, in respect of officers of his Department appointed to posts carrying pay not exceeding R50 a month.



## 12 GENERAL RULES FOR REGULATING ALLOWANCES. [CHAP. III.]

### *Age for admission into Government service.*

P. W. D.  
1479-E.,  
26-11-07;  
F. D. 170-P.,  
29-11-07.  
Dy. G. I.-  
2386.  
Secy. to  
Chief  
Commr.,  
Coorg, 508,  
17-3-03.  
Dy. T. B.-  
940.

**53.** The age rule for admission into Government service laid down C. S. R.—51. in Article 51 of the Civil Service Regulations applies only to superior service.

### *Appointment over 25 years of age.*

**54.** The Chief Commissioner of Coorg has delegated the power of appointing men, who are above 25, but not above 30 years of age, to the Commissioner of Coorg without reference to him.

### **Date of reckoning Allowances.**

#### *Substantive promotion when officer succeeded is on transit.*

G. I. Fin.  
2041-P.,  
13-5-93.  
Dy. 206.

**55.** In the case of permanent appointments, substantive promotion C. S. R.—52. may be given from the date on which each officer in the chain of appointment assumes charge of his office, irrespective of the fact that the officer whom he succeeds may be in transit at the time.

#### *Promotion takes effect from the date of the order.*

B. G. 992-  
A. D., 27-10-  
82.

**56.** Promotion should take effect from the date of the order, unless otherwise directed. (Bengal.)

### *General List of the Finance Department.*

S. S. 181-  
Fin.,  
18-10-00;  
G. I., F. D.,  
2534-P.,  
12-5-02.

**57.** The pay of probationers on the General List of the Finance Department who may be appointed from England commences from the date of their arrival in India. (Bengal.)

### *Military Officer relieved of a staff appointment paid up to date of relief.*

C. M. A.  
1927, 22-7-  
04.

**58.** It is the practice in the Military Department based on Article 69, Army Regulations, India, Volume III, Edition 1907, to allow an officer, who may be relieved of the duties of a staff appointment, the emoluments of such appointment up to and for the date of relief, irrespective of whether the relief took place in the forenoon or in the afternoon.

### **Charge of Office.**

G. I. Fin.  
4599-P.,  
29-10-96.  
Dy. 1036.

**59.** Articles 53 and 997 do not impose on the Local Government any C. S. R.—53. obligation for communicating the grounds of the order to the audit officer, but a statement of the reasons should appear on the proceedings of the Local Government.

G. I., For. D.,  
1550-Est. A.,  
25-5-11,  
to the Pol.  
Offr. in  
Sikkim; copy  
received with  
his 837-E.,  
6-7-11.  
Dy. Mis.-  
1215.

**60.** The Political Officer in Sikkim is competent to sanction Gyantse Trade Agent's assuming charge of his duties away from the headquarters under rule (1) to Article 53 of the Civil Service Regulations read with clause (ii), Section I, of Appendix IA of the same Regulations.

### Leaving Jurisdiction.

G. I., F. D., 6553-C. S. R., 16-12-10.  
Dy. G. I.-3283.

61. It is permissible under Article 57, Civil Service Regulations, for C. S. R.—57. the Local Government to accord a general sanction allowing an officer to proceed to a station beyond his jurisdiction in cases where his duty requires him to proceed to that station frequently, the controlling officer's signature of his travelling allowance bills being taken to be proof of his journeys to the place being necessitated by official requirements.

*Pay admissible to teachers permitted to attend training institutions and to their substitutes.*

G. I., For. D., 1747-Est. A., to the C. C., Ajmer-Merwara; F. D. 3201-F. O. & A., 22-6-10.  
Dy. G. I.-1232;  
and A. G., Punjab, S. A. 1-1-20534, 27-3-11.  
Dy. Acct.-7812, T. A. Bundle No. 419 of 1909-10.

62. Teachers in pensionable Government service or under local bodies who are in receipt of Rs 40 per mensem or less, will, while under training, receive emoluments, including stipends of not less than their full substantive pay. Those getting more than Rs 40 per mensem will be given three-fourths of their substantive pay, subject to a minimum of Rs 40 per mensem. The difference between the Government stipend and the allowance to the teacher selected for training will be paid from the sum placed at the disposal of Inspectors or from the funds of the local body concerned, as the case may be. Similar terms will apply in the case of substitutes of teachers under training. The amount available for a substitute can be utilized either in employing a substitute on a salary equal to the absentee's salary or in giving temporary acting promotion to other teachers and employing a substitute on lower pay in the chain of arrangements as may seem expedient, provided the amount available is not exceeded.

Poll. Agent, Kalat, order No. 2061, 19-11-08.  
Bundle No. 216 of 1909-10.

63. The Tehsildar, Bolan Pass, has permission to proceed to Quetta C. S. R.—58. and Sibi on duty without obtaining the special sanction of the Political Agent, Kalat.

### Personal and Local Allowances.

G. I., F. D., 4847-P., 30-8-05.

64. The words *unless in any case it is specially ordered otherwise* has C. S. R.—61. reference to the authority who sanctioned the personal allowance in the first instance, and who alone has the power to sanction its retention in full when the salary of the recipient is increased. (Central Provinces.)

### Salaries of Natives of India.

#### *Acting allowances.*

G. I. Fin. 3092-P., 19-7-93.  
Dy. 487.

65. When a native of India temporarily acts in or holds charge of C. S. R.—63. an appointment actually or usually filled by a member of the Indian Civil Service or of the Staff Corps, or by nomination in England, or otherwise, with the specific approval of the Secretary of State, his salary should be his substantive pay *plus* acting or charge allowance, calculated on 64 per cent. of the pay which a European officer would receive.

G. I. Fin. 3972-P., 7-3-94.  
Dy. 661.

66. The minimum acting allowance of a native of India is two-thirds of the minimum admissible to a European. If the appointment is not one usually filled by a member of the Indian Civil Service, the

## 14 GENERAL RULES FOR REGULATING ALLOWANCES. [CHAP. III.]

proportion of salary admissible to a native of India should be 66 $\frac{2}{3}$  per C. S. R.—63.  
cent. and not 64 per cent.

*Local allowance under Article 21 (iii) (a) of the Forest Department Code to an officer of the Provincial Forest Service placed in charge of the Garo Hills Forest Division.*

G. I., R. A.,  
246-F.—377-  
3, 17-2-08;  
C. G. 3405,  
2-3-08.  
Dy. C. O.—  
427.  
**67.** It is an accepted rule that the allowance for an officer of a C. S. R.—63,  
Note 2.  
Provincial Service shall ordinarily be two-thirds of the amount allowed to an officer holding a corresponding appointment in the Imperial Service, and following this principle the allowance mentioned in Article 21 (iii) (a) of the Forest Department Code should be reduced to ₹65 a month, approximately two-thirds of the allowance in the case of Imperial officers.

Should any officer so appointed be in receipt of one of the local allowances sanctioned under Article 24 (c) of the Forest Code, he will continue to draw it in addition to the allowances admissible under Article 21 (iii) (a) so long as the conditions under which the former was granted continue to exist.

### Advances and their Recovery.

*When recovery of advances to be made.*

C. G.'s orders,  
23-5-04,  
on a memo.  
of the Forest  
Branch.  
**68.** Recovery of advances should be made from the first salary bill C. S. R.—64  
drawn, that is, the refund begins not later than the first of the next (c).  
month. Thus, if an officer takes an advance of pay on the 29th May,  
recovery should be started on the 1st June following.

*Recovery of advances from an officer on furlough.*

G. I. Fin.  
5301-A.,  
11-12-97.  
Dy. 1169.  
**69.** Ordinarily the amount to be recovered monthly in adjustment of advances of salary should not be affected by the fact of an officer going on leave, but it is open to the Local Government to order a reduction in the instalment of recovery in any case in which it deems it right to do so.

*An officer spending the balance of his furlough in India not entitled to advance.*

G. I. Fin.  
1499-P.,  
24-3-94.  
Dy. 1723.  
**70.** An officer on furlough out of India, who returns to this country C. S. R.—65.  
to spend the balance of his furlough, is not entitled to an advance of pay under Article 65.

*Rate of exchange for payment of salaries fixed in sterling and repayment of advances.*

G. I. Fin.  
3836-A.,  
18-8-97.  
Dy. 71.  
**71.** Salaries fixed in sterling are payable at the official rate of C. S. R.—66.  
exchange of the year in which due, but in paying in one year such salaries which are due for a portion of the following year, the official rate of exchange in force, when the salary drawn first became payable, should be applied.

72. In paying in one year an advance of furlough allowance fixed in sterling, which is due for a portion of the following year, the official rate of exchange in force, when the advance is actually drawn, should be applied as the rate at which repayment is to be made. C. S. R.—66.

### Transfer on Duty.

#### *Last-pay certificate of non-gazetted officers.*

C. G. 1368,  
30-9-01.

73. Last-pay certificates of non-gazetted officers transferred from one Province or Circle of Audit to another need not be countersigned by the Accountant General of the Circle of Audit from which the transfer is made. (Bengal.) C. S. R.—67.

74. The first paragraph of the last-pay certificate prescribed by Article 67, Civil Service Regulations, can be filled in by the Treasury officer in the case of gazetted officers, because he keeps a register of gazetted officers' salaries under Article 309, rule 3, Civil Account Code. But in the case of a non-gazetted officer to whom the privilege of drawing bills has been entrusted, the Treasury officer has no such source of information, and the first paragraph of the last-pay certificate must therefore be signed by the relieving officer who has access to the acquittance rolls, and other office records, in which it is to be presumed the required particulars are recorded. The Treasury officer will sign only the last paragraph—that relating to recoveries. (Madras.)

75. The last-pay certificates of military officers transferred from the audit of Comptroller, India Treasuries, to the Military Department should be sent to the Deputy Controllers of their respective Divisions. A distribution list of Regiments according to Divisions is given in Appendix K. C. S. R.—67

#### *Specimen signatures to be forwarded along with last-pay certificates.*

A. G., Madras,  
No. G. A.-  
85—4684,  
25-6-10.  
Dy. Acct.-  
1717.  
A. G., Bom-  
bay, G. A.-  
1632, 28-7-  
10.  
Dy. Acct.-  
2472.  
A. G., U. P.,  
G. A. D.-  
1589,  
6-8-10.  
Dy. Acct.-  
2697.

76. Specimen signatures of officers under the audit of this office but drawing pay or leave allowances in other Provinces should be sent to the Accountant General concerned at the same time as their last-pay certificates. Similarly, specimen signatures of officers of other Provinces paid by this office should be obtained from the Accountant General concerned before making payment. C. S. R.—67 and 874.



## CHAPTER IV.—ADDITIONS TO SALARY AND DEPUTATIONS.

### Additions to Salary.

*Overtime fees are recurring payments.*

G. I., F. D., 167-Ex., 12-1-99. **77.** Allowances for overtime work are recurring payments and fall C. S. R.—70. within the scope of Article 70.

*Where extended powers of the Government of India may be exercised with retrospective effect.*

S. S. 73, 5-3-08; F. D. 3241-Ex., 3-6-08. Dy. G. I.-615. **78.** The Government of India have been authorised to exercise the extended powers conferred on them by the Secretary of State's Despatch No. 107 of 2nd August 1907, with retrospective effect in cases where they consider that the circumstances justify a departure from the rule contained in Article 292 of the Civil Account Code.

*Where Government of India can grant allowances above the limit of Rs750.*

S. S. 17-Punjab, 18-2-10; F. D. 1390. F. O. & A., 17-3-10. Dy. G. I.-3617. **79.** The Government of India have been authorised to grant allowances, subject to a maximum of Rs200 a month, to officers appointed as Secretaries to the Provincial Committees for the purpose of supplying Indian students with information as to educational facilities and social conditions in England, even though the total emoluments of the officer to whom the allowance is granted are thereby raised above the limit of Rs750.

*An allowance from a Local Fund should be sanctioned in exceptional or casual cases.*

G. I. Fin. 4648-Ex., 6-12-00. **80.** The practice of granting extra allowances to officers of Government from Local Funds is opposed to the rule contained in Article 71 (a), (a). C. S. R.—71 for usually it is objectionable to give Government officials either additional allowances from foreign sources or work which requires payment of such allowances. Such a course may be justified only in exceptional and casual cases, and so long as it is regarded as exceptional and casual Local Governments may decide the occasions in which it may be permitted, subject to the limit that the officer's emoluments should not be raised above Rs250 per month.

*Fees to the Foreman Instructor or any Professor of the Civil Engineering College at Sibpur for testing the strength of Indian timbers on behalf of the Forest Department.*

G. I., R. A. Dept., 997-F.-165-A., **81.** Fees, on the scale mentioned below, for undertaking tests in connection with the strength of Indian timbers on behalf of the Forest Department, may be paid to the Foreman Instructor of the Civil

25-8-10; Engineering College at Sibpur, provided that it is carried out in his C. S. R.—71  
 F. D. 4789- spare time and does not interfere with his regular duties, or in his (a).  
 F. O. & A., absence, to any Professor or qualified person selected by the Principal  
 15-9-10. of the College who may carry out the tests in similar circumstances.  
 Dy. G. I.- The payment in either case is subject to the condition that the officer's  
 2236. salary as defined in Note 2 to Article 70, Civil Service Regulations, will  
 T. C. Bundle not exceed ₹750 a month.

The complete test of each species would consist of 9 tests, thus:—

- 3 of shearing strength along the grain,
- 3 of crushing strength along the grain,
- 3 of bending,

payment at the rate of ₹9 being made for each complete set of tests.  
 If sufficient timber is not supplied for 9 tests, payment to be made *pro rata*—for 3 tests ₹3 and for 6 tests ₹6.

*Honorarium is neither salary nor counts towards pension.*

G. I., F. D. 82. A bonus or honorarium for work done out of office hours should C. S. R.—72.  
 2941, not be recorded as salary, nor will it reckon towards pension. (Bengal.)  
 16-9-78.

*Certificate not required in the case of Heads of Departments.*

83. The certificate referred to in this article is not required in the C. S. R.—72  
 case of Heads of Departments when applying for honoraria for them- (a) and 74.  
 selves. (Madras.)

G. I., R. A., 84. In respect of officers under his orders who are not appointed C. S. R.—72  
 674—154-1, directly by the Government of India, the Inspector General of Forests (b) and 74.  
 29-2-08; has been delegated the powers of a Local Government to grant honoraria\*  
 F. D. 1454- and sanction fees up to a limit of ₹500 in each case.  
 P., 10-3-08.  
 Dy. G. I.-  
 3431.

### Permanent Appointments.

*Alterations in the terms of appointments sanctioned by the Secretary of State.*

G. I. Fin. 85. Any alteration in the terms of an appointment sanctioned by the C. S. R.—75.  
 2649-Ex., Secretary of State for India on progressive pay requires the sanction of  
 24-6-93. the Secretary of State, except where power has been expressly given to  
 Dy. 378. the Government of India to fix the salary of an appointment within  
 stated limits. Therefore, in all such cases the commencing salary is the  
 minimum sanctioned by the Secretary of State.

*Delegation to Local Governments of power of appointing Secretaries to Advisory Committees for Indian Students.*

S. S. 142- 86. The Local Governments may grant allowances, subject to a C. S. R.—76  
 Pub., 14- maximum of ₹200 a month, but irrespectively of the general limitation (c).  
 10-10; upon their powers of sanction contained in Civil Service Regulations,

\* Includes the grant of recurring honoraria to Forest College Lecturers within the limits authorised by the Secretary of State.

G. I., F. D., Article 76 (i), to officers appointed to be Secretaries to Provincial Com- C. S. R.—76  
5895-Ex., mittees for supplying information to Indian Students. (i).  
9-11-10.  
Dy. G. I.-  
2859.

*Interpretation of the term "allowances."*

G. I. Fin. 87. The term *allowances* as used in Article 76 (i), Civil Service  
4957-Ex., Regulations, and Article 283-4 (3) (a), Civil Account Code, includes a  
10-10-00. *personal allowance* as well as all other recurring allowances of whatever  
Dy. 1014. kind which are paid from the General Revenues or from any Local  
Funds administered by Government.

### Temporary Appointments and Deputations.

*Temporary Establishment.*

G. I. Fin. 88. Temporary establishments should be for special and strictly C. S. R.—77.  
5230, temporary work which may occur every year. It is undesirable to  
11-10-89. retain on a temporary establishment any clerks who are required to  
Dy. 981. carry on the ordinary work of the office. Provision should be made for  
them in the permanent establishment.

S. S. 89. The privilege which certain officers enjoy of drawing leave C. S. R.—78  
20-Tel., allowances in England at 2s. per rupee does not extend to deputation and 81.  
7-10-04; allowances, to which the rate of 1s. 6d. per rupee is applicable.  
F. & C.  
7040-P.

7-11-04. 90. Veterinary Surgeons attending horse fairs are entitled to a depu-  
Dy. G. I.- tation allowance of Rs 5 a day while on duty at the fairs, besides getting  
1531. the travelling allowance for the journeys to and from such fairs.

G. I. Fin. 91. The Government of India have decided that Local Governments  
2618-Ex., and Administrations may exercise, in respect of temporary settlement  
18-5-05. appointments, the full powers conferred by Article 78, Civil Service  
Dy. G. I.- Regulations.  
348.

*Interpretation of the orders contained in Article 78A, Civil Service Regulations.*

G. I., F. D., 92. The ruling conveyed in the Finance Department Resolution  
1126-F., No. 5164-Ex., dated 16th October 1909, embodied in Article 78A of  
28-2-11. the Civil Service Regulations, gives a Local Government authority to  
Dy. G. I.- appoint to a temporary appointment added to a graded scale an officer  
4304. whose pay shall be regulated as if he were acting in the lowest grade.  
This ruling cannot be modified so as to provide that the temporary  
appointment should be classed as sub. *pro tem.* rather than as officiating.  
But if the acting appointment is for not less than six months, the ordi-  
nary operation of Article 90, Civil Service Regulations, need not be  
disturbed, under which the junior officers may receive sub. *pro tem.*  
promotion.

It should, however, be optional for the Local Government to appoint  
an officer of a higher grade actually to carry on the duties of the tem-  
porary appointment, the place in the cadre thus created being filled by  
the officer drawing acting pay in the lowest grade.



*Power of Local Government to make permanent or temporary additions to the establishments of the Provincial Civil Services.*

S. S. 100-  
Finl.,  
19-7-07;  
received on  
4-8-07 with  
F. D. 4950-  
Ex., 21-8-07.  
Dy. G. I.-  
1494.

93. While Local Governments shall be instructed not to create C. S. R.—  
appointments in the establishments of the Provincial Civil Service speci- 76 (i) and 78.  
fically for purposes for which a reserve is already provided in those  
services, they may be trusted to comply with the spirit of this injunction,  
and in the case of self-contained Provincial Services, Audit officers shall  
confine themselves to seeing that the rules in Articles 76 (i) and 78 of the  
Civil Service Regulations are observed.

This will apply to other civil departments and services wholly re-  
cruited in India, the strength of which includes a reserve for leave or  
other purposes.

*Salary admissible to officers holding certain special appointments.*

G. I., F. D.,  
6569-Ex.,  
25-10-07.  
Dy. G. I.-  
2012.

94. In determining the salary admissible to officers holding certain  
special appointments\* in which the salary depends upon the position that  
the officer, if he were not holding the special appointment, would have  
occupied from time to time in the regular line of the service to which  
he belongs, the intention is to secure to an officer holding such a special  
appointment the same prospects as would have been open to him in the  
general line *plus* any allowances which the special appointment may  
carry.

There is no sure automatic means of estimating what an officer who  
holds a special appointment would be drawing if he had remained in  
the regular line. To give him the salary drawn by the officer next  
below him who, belonging to the same branch of the service, does not  
hold a special appointment, is a rule which meets the great majority of  
cases, and it seems generally to be equitable. Occasionally, however, it  
results in anomalies. It is therefore impossible to frame a rule which  
will cover all exceptional cases; and the Government of India have  
decided to leave it to the Local Government, whenever the interpreta-  
tion of the rule is open to doubt, to determine which officer in the  
regular line, not himself holding a special appointment, shall be re-  
garded as the officer next below the officer holding a special appointment  
for the purposes of regulating the pay of the latter. It will of course  
be open to the Audit officer concerned, if he considers that a decision in  
any particular case is contrary to the spirit of the rule, to represent the  
matter to the Local Government and to ask that, if his views are not  
accepted, the case may be submitted to the Government of India.

G. I., F. D.,  
3115-Ex.,  
1-6-08.  
Dy. G. I.-  
614.

The Government of India have also decided, in modification of the  
previous orders which excluded from the calculation the officiating  
allowances drawn by the officer next below in a privilege leave vacancy,  
to allow an officer who holds a special appointment, the salary of which  
is governed by the considerations now referred to, the same salary as the  
officer next below him in all cases.

\* Director of Land Records, Director of Agriculture, Settlement Officer, etc.



*Deputation allowance not admissible on personal allowance.*

G. I., F. D., 5017-C. S. R., 15-8-11. Dy. G. I. 1909. **95.** An officer, while on deputation, will continue to draw the personal allowance which he would have drawn had he not been so deputed, but it should not be taken into account in calculating the deputation allowance admissible under Article 81 of the Civil Service Regulations. C. S. R.—81.

*Tentage.*

G. I., F. D., 2105, 18-5-91. **96.** When an officer is placed on deputation, and it is known from the first that the period of his deputation will exceed three months, he should not be allowed to draw fixed tentage at all; in other cases it may be drawn up to a maximum of three months, provided that the officer acting for the officer absent on deputation shall draw only the tentage of his own rank. (Madras.)

G. I., F. D., 5260-Ex., 12-12-96. The above rule has also been made applicable to cases of ordinary acting appointments. (Madras.)

*Political Officers accompanying Chiefs of Native States.*

G. I. For. 2061, 20-6-90. **97.** Any additional charges such as deputation, halting and travelling allowances entailed by the deputation of a Political Officer to accompany a Chief are recovered from the Native State, as being the most interested in the special duty, unless the Native Chief is travelling on State business at the express desire of His Excellency the Viceroy. In this latter case, such charges would be debited to the Government of India. In other cases all extra charges connected with the officer's deputation should be borne by the State, including the officer's pay, if it is necessary in his absence to employ any one in his place. The State should in no case be required to pay the officer a deputation allowance in addition to his pay unless the officer's duties involve a decided increase of work or responsibility as described in Article 81. (Madras.)

*Allowances to officers below the rank of Collector employed on Settlement duties.*

S. S. 40-Rev., 14-4-11, received on 30-4-11 with **98.** The officers of the Covenanted or Statutory Civil Service or C. S. R.—81, of the Commission below the rank of Collector who may be employed on settlement work in addition to their own duties may be granted an allowance not exceeding ₹100 a month. Note 2 and Appx. No. 4A, rule (8).

F. D. 2721-Ex., 6-5-11. Dy. G. I. 664. NOTE.—The power of granting the allowances mentioned above may be entrusted to Local Governments.

**Famine Duty.***Salary admissible.*

G. I. Fin. 2220-Ex., 21-6-97. Dy. 273. **99.** The word "salary" in Article 84 includes the allowances specified in Article 49; and the famine duty allowance is admissible in addition to any pay, acting or charge allowance that an officer may be in receipt of at the time of his deputation to famine duty and would continue to draw but for such deputation. Exchange compensation allowance is not admissible on famine duty allowance. C. S. R.—84.

G. I. Fin.  
3105-S. R.,  
21-7-98.  
Dy. 529.

**100.** The words "cost of his journey" in Article 84 are intended not to grant any particular scale of travelling allowance or cost of travelling, but to express the fact that the famine allowance is meant to be over and above, and not inclusive of, what the officer is entitled to on account of travelling. Clause (iii), Article 84, which allows a deputation allowance of Rs 5 a day to officers not specified in clauses (i) and (ii) when employed on famine duty, will not apply to non-gazetted officers without the previous sanction of the Government of India.

C. S. R.—84.

G. I. Fin.  
3090-Ex.,  
30-6-00.  
Dy. 537.

The allowance of such an officer during joining time should be regulated under Article 185, Civil Service Regulations. (Bengal.)

G. I. Fin.  
1973-Ex.,  
30-4-97.  
Dy. 192.

**101.** Officers of the Military Works Department deputed to famine duty should be granted a deputation allowance of Rs 5 a day under Article 84 (iii), and attached officers and those serving with the Sappers and Miners so deputed should receive allowance under Article 84 (ii). The salary includes the staff pay of officers serving in the Military Works Department or with the Sappers and Miners as well as the Sapper allowance drawn by attached officers.

### Plague Duty.

G. I. Fin.  
2913-Ex.,  
3-7-97.  
Dy. 465.

**102.** Combatant British officers required to perform sanitary duty in connection with plague are entitled to the same rate of allowance as that admissible to officers employed on famine duty under Article 84.

G. I. Fin.  
1567-Ex.,  
8-4-97.  
Dy. 28.

**103.** Military Assistant Surgeons and Hospital Assistants on the effective list deputed to famine or plague duty are entitled to deputation allowance at the following rates:—

Hospital Assistants	Annas 8 a day.
Military Assistant Surgeons on pay not exceeding Rs150	Rupees 2 "
Military Assistant Surgeons on pay exceeding Rs150	" 3 "

G. I. Fin.  
1580-Ex.,  
9-4-97.  
Dy. 38.

**104.** Subordinate Civil Medical Officers employed on plague duty are entitled to deputation allowance at the following rates:—

Hospital Assistants	Annas 8 a day.
Assistant Surgeons	Rupees 2 "

G. I. Home  
98, 18-4-  
99.  
Dy. 1389.

**105.** A Military Assistant Surgeon transferred from an appointment (including the charge of a district) in the Civil Department to plague duty may be granted, in addition to the allowances admissible to a Military Assistant Surgeon transferred from military to plague duty, any acting, charge or house allowance he was in receipt of at the time of his transfer, provided that a Military Assistant Surgeon transferred from the officiating charge of a district may be granted the emoluments he drew as a District Medical Officer only for so long as he could in the ordinary course have continued to hold charge of a district.

G. I. Fin.  
979-Ex., 27-  
2-97.  
Dy. 1616.

**106.** Retired Military Assistant Surgeons when employed on plague or famine duty should receive the pay of their grade at the time of retirement with an allowance of Rs100 a month, provided that their salary inclusive of pension should not exceed a maximum of Rs350 a month. Local Governments and Administrations are, however, authorised to raise this limit to Rs500 a month in special cases.

G. I. Fin. 1942-Ex., 30-4-97. Dy. 190. G. I., H. D., 831-89, 27-6-02; F. D. 3851-Ex., 14-7-02. These rates of pay are considered suitable only for the case of such C. S. R.-84. Military Assistant Surgeons as retired after full periods of service. In cases where any doubt exists as to whether the rate of pay which the Local Government proposes to offer to a candidate for temporary medical employment is appropriate, a reference should be made to the Director General, Indian Medical Service (who has the records of service of all retired medical officers).

Dy. G.I.-660.

G. I. Fin. 5550-Ex., 6-12-99. Dy. 1276. **107.** Officers of the Indian Medical Service in military employ when on plague duty in India receive an allowance of R300 or R200 according as their length of service exceeds or falls short of five years. The same principle should be applied to officers on plague duty out of India, an addition of 50 per cent. being made to their plague allowance.

G. I. Fin. 1880-Ex., 25-3-99. Dy. 1708. **108.** Officers of the Indian Medical Service employed on specially arduous plague duty, though not actually deputed to such duty, are entitled to a local allowance limited by the terms of Article 81, and in respect only of work entirely separate from and outside the sphere of their ordinary duties.

G. I. Fin. 970-Ex., 27-2-97. Dy. 1617. **109.** Officers of the Indian Medical Service on famine or plague duty may be permitted to draw allowance at the rate laid down for officers deputed to famine work in Article 84.

G. I. Fin. 1666-Ex., 16-4-97. Dy. 83. **110.** The same allowance may be allowed to such officers deputed to plague duty within the Province in which they were serving at the time of their deputation.

G. I. Fin. 5083-Ex., 11-10-00, communicating S. of S. 158-Rev., 6-9-00. Dy. 1071. **111.** The Government of India have been authorised to sanction, while plague prevails, temporary appointments in connection therewith for such periods as they may deem necessary, provided that in each case the monthly salary (including deputation allowance) does not exceed R1,000. Any case in which this limit would be exceeded and the appointment is likely to last for more than a year will be submitted for the sanction of the Secretary of State.

G. I. Fin. 1731-Ex., 22-4-97. Dy. 120. **112.** Applicants for appointments in the Uncovenanted Medical Service when employed on plague duty may be allowed salary at the rate of R350 a month.

G. I. Fin. 2355-Ex., 26-5-97. Dy. 315. **113.** Persons of the Civil Assistant Surgeon class employed on temporary plague and famine duty may be granted the following allowances:—

- (a) Pay at the rate of R100 a month.
- (b) A special allowance at the rate of R2 a day.
- (c) Travelling allowance to and from the place to which they are appointed.

G. I. Fin. 3547-Ex., 20-12-98. Dy. 1194. **114.** A local allowance may be granted under Article 32 (a) to officers employed on plague duty in addition to their own duties subject to the restrictions—

- (1) that the allowance should in no case exceed the deputation allowance admissible under Article 81, and
- (2) that it should be given only to officers whose additional plague work, such as the medical inspection of passengers by road



or railway, is entirely separate from and outside the sphere of their ordinary duties, and not to officers whose ordinary and legitimate work, such as that of attending on the sick in hospital, has been increased owing to the occurrence of plague. C. S. R.—8.

### Deputation to Europe.

#### *Political Officers.*

G. I., F. D., 543, 29-4-96. **115.** Periods passed by Political Officers on duty with Native Chiefs in England do not qualify for leave. C. S. R.—84A (2).

*Exchange Compensation Allowance is admissible on deputation allowance.*

G. I., F. D., 2571-Ex., 7-6-98. **116.** The deputation allowance referred to in Article 85, when payable in India, carries exchange compensation allowance, provided the officer concerned is otherwise entitled to it. C. S. R.—85.

#### *Medical Officers on bacteriological duty at Netley.*

G. I., Mily. Supply, 975-G., 9-2-09; F. D. 4683-P., 20-9-09. **117.** An Indian Medical Service officer attached to the Army Medical School at Netley for the purpose of study and research should be regarded as deputed to Europe on special duty, but in variation of the ordinary rule in Article 85, Civil Service Regulations, the time spent on such duty should—

- Dy. G. I.—1683.
- (a) count as service for leave, and
  - (b) be spent on furlough pay.

### Short Deputation outside India.

S. S. 169-Pub. (Edn.), 24-12-09, received on 11-1-10; with G. I., F. D., 250-F. O. & A., 18-1-10. Dy. G. I.—2893. **118.** The Government of India may sanction short terms, not exceeding six months, of deputation of officers to Ceylon and other British Possessions in Asia without reference to the Secretary of State. In the case of deputations to foreign countries such as Persia, and to Europe or Australia, the sanction of the Secretary of State will, however, continue to be obtained.



## CHAPTER V.—ACTING ALLOWANCES.

### GENERAL RULES.

#### Provisional Appointments.

*Limit of three years how applied.*

- G. I., F. D., 4141-P., 14-8-00. **119.** The limit of three years mentioned in this article refers to the C. S. R.—89. duration of the duty itself and not to the tenure of appointment by a particular officer. (Madras.)

*“Local Government” in the case of non-gazetted appointments.*

- G. I., F. D., 227-P., 14-1-90. **120.** In respect of a *non-gazetted* or ministerial appointment the term Local Government used in Article 89 means the authority whose duty it would be to fill up such appointment if permanently vacant. (Bengal.)

*Acting allowance on pay of temporary appointment.*

- G. I., F. D., 1985-P., 26-3-07. **121.** An officer holding a temporary appointment and whose lien on his substantive appointment has been suspended under Article 89, Civil Service Regulations, may, if appointed to act in another appointment, calculate his salary on the pay of the temporary appointment. (Bengal.)

#### Substantive *pro tempore* Appointment.

*In permanent vacancies.*

- G. I., Fin. 1300-P., 25-3-99. Dy. 1718. **122.** The head of an office is not precluded by Article 90 from C. S. R.—90. making a substantive *pro tempore* appointment to a post which is permanently vacant and there is no objection to an Audit officer's recognising such an appointment in a permanent vacancy.

*During overstayal of leave.*

- G. I., F. D., 270-A., 26-4-99; Fin. No. 215-C., 22-4-99. **123.** Substantive *pro tempore* promotions are not permissible for the period of overstayal of leave under Article 229 (a) (ii).

*In a vacancy caused by suspension.*

- G. I. T. 806-P. A., 8-3-92. **124.** Substantive *pro tempore* arrangements should not be made in a vacancy caused by the absence of an officer under suspension till final orders are passed in the case of the person suspended.

*Allowance of locum tenens while absentee is in transit.*

- G. I. Fin. 278-P., 21-1-95. Dy. 1464. **125.** An officer holding an appointment substantively *pro tempore* may be allowed to continue to draw substantive *pro tempore* allowance while the substantive incumbent is in transit to join the appointment.

*Joining time excluded in the calculation of 6 months.*

- F. D. 108-P., 15-1-03. **126.** Joining time should be excluded in determining whether a C. S. R.—90.  
 Dy. G. I.-1834. period of deputation exceeds six months or not for the purpose of note under Article 90, Civil Service Regulations.

*Officer appointed sub. pro tem. loses lien while on long leave.*

- G. I., F. D., 2610-P., 17-5-01. **127.** An officer who holds an appointment substantively *pro tem.* loses his lien on the sub. *pro tem.* appointment if, while so holding it, he proceeds on long leave. Another officer can then be appointed sub. *pro tem.* in the appointment. (Madras.)

*Military officer.*

- B. Command No. N. T. 2668, 10-2-03. **128.** A regimental officer holding a substantive *pro tempore* appointment in the regiment is allowed by the Military Department, on return from furlough, the full staff pay of such appointment without re-appointment, from the day following that on which he assumes charge of his duties with reference to Article 25 (a), Army Regulations, India, Volume I, Edition 1905, and Article 69, Army Regulations, India, Volume III, Edition 1907.  
 Dy. G. A.-1827.

**Minimum and Maximum Salaries.***Commissioned Medical Officer acting as Jail Superintendent.*

- G. I. Fin. 5975-P., 31-12-95. **129.** The minimum salary of a Commissioned Medical Officer C. S. R.—97. appointed to officiate as Superintendent of a 1st class Central Jail is Rs550 a month.  
 Dy. 1879.

*Initial pay of an officer of the Indian Civil Service officiating in the General List of the Finance Department.*

- G. I., F. D., 2805-F. O. & A., 3-6-09. **130.** The Government of India have decided that the salary of an officer of the Indian Civil Service officiating in the General List of the Finance Department shall hereafter not be less than Rs1,000 a month, without exchange compensation allowance, that being the initial permanent pay on the time scale of an officer in class II of the General List of the Finance Department. This rule will apply to present incumbents as well as to officers appointed in the future.  
 Dy. G. I.-632.

*Extension of the scope of Article 98.*

- F. & C. 6590-P., 28-10-03. **131.** The rule in Article 98 of the Civil Service Regulations applies C. S. R.—98. to all short vacancies of whatever description, not exceeding six weeks in duration, and an officer who is on duty *in the district* where the vacancy occurs may, under the provisions of this ruling, be appointed to act in such short vacancies.  
 Dy. G. I.-1467.

*Acting allowance during the privilege leave portion of an Inspecting Officer's combined leave.*

- G. I., For. D., 1811-I. C., **132.** It has been ruled by the Government of India that the leave, including privilege leave, of the officers of the Imperial Service Troops

18-5-07 ;  
For. D.  
endt. 1812-  
I. C.,  
18-5-07.  
Dy. G. I.-  
570.

should be regulated by military rules, as they are not in civil employ. C. S. R.—98. Such an officer when proceeding on combined leave will receive the full emoluments for the period of the privilege portion of the combined leave, and as privilege leave (whether by itself or in combination with other leave) can only be allowed when no extra expense to Government is involved, it follows that an officer appointed to officiate in a combined leave vacancy cannot during the privilege leave portion of the combined leave draw any portion of the emoluments attaching to the appointment in which he officiates. In order, however, that such an officer should not be a loser, the Government of India have ruled that an officer officiating in a privilege leave vacancy shall, for purposes of staff pay, be treated as if he himself is on privilege leave, and is accordingly entitled during such period to the full staff pay of his permanent appointment.

*Acting allowance of officers who acted for Imperial Service Troops officers who were selected to proceed to England with the Imperial Service Troops Coronation Contingent.*

G. I., For. D.,  
2591-Est. B.,  
14-9-11 ;  
received  
with F. D.  
5910-C. S. R.,  
26-9-11.  
Dy. G. I.-  
2285.

**133.** It has been decided that the officers who acted for the Imperial Service Troops officers who were selected to proceed to England with the Imperial Service Troops Coronation Contingent may be permitted to draw half of staff pay of the appointments in which they officiated.

## CHAPTER VI.—ACTING ALLOWANCES.

## RULES FOR CALCULATION.

G. I.,  
F. & C.,  
1185-P.,  
18-3-95.  
Dy. G. I.-  
1833.

**134.** So long as the acting allowance is the subject of calculation under Article 155 (c) (ii), the pays of the two appointments must be taken at their respective minima, and the acting allowance cannot be allowed to exceed the difference between them. But when the acting allowance thus arrived at proves less than the acting allowance under Article 105 (ii), the latter should be taken as a lump sum acting allowance, subject to the limit of the maximum salary. C. S. R.—105.

*Acting allowances of A List Inspectors of Police in Burma and Assistant Superintendents of Police holding appointments in the Port Blair Commission.*

**135.** The acting allowances of A List Inspectors of Police in Burma and Assistant Superintendents of Police who hold officiating appointments in the Port Blair Commission shall in future be regulated by Article 105 (ii), Civil Service Regulations. Accordingly a 2nd grade A List Inspector on a pay of R140 a month would, while officiating in the lowest grade in the Port Blair Commission, receive an acting allowance of R200 making up his total salary to R340 a month.

G. I., H. D.,  
429-440, 2-  
5-07; F. D.  
2857-P.,  
9-5-07.  
Dy. G. I.-  
490.

**136.** The acting allowances of Assistant Superintendents, District Superintendents and officers of higher rank shall continue to be regulated by the rule in Article 105, Civil Service Regulations. This rule shall also be applied in calculating the acting allowance of a Deputy Superintendent acting as a District Superintendent, the "pay of the appointment" for the purposes of the rule being taken as the pay which a Deputy Superintendent would draw under paragraph 34 of the Resolution in the Home Department, No. 248-259, dated the 21st March 1905, if promoted substantively to be a District Superintendent, namely, from R600 to R900.

*Actual residence.*

C. I. T.'s  
decision,  
30-8-07.

**137.** Actual residence in this article includes privilege leave. C. S. R.—108.

*Acting allowance in a military appointment which does not carry exchange compensation allowance.*

G. I., F. D.,  
(Mily.), 1212-  
P., 9-5-08,  
received with  
G. I., Army  
Dept.,  
1291-5-A.-D.,  
8-8-11.  
Dy. G. I.-  
1837.

**138.** When an officer officiates in a military appointment on a consolidated salary which does not carry exchange compensation allowance and his salary while so officiating is regulated by military rules, it will be determined as follows:— C. S. R.—111.

- (i) Staff salary will be calculated in accordance with the rules in Army Regulations, India, Volume I, the staff pay attaching to the officiating appointment being held to be the difference between the full consolidated salary of the



appointment and the pay of rank of the permanent incumbent. C. S. R.—111.

- (ii) In addition to pay and staff pay thus arrived at, the full amount of exchange compensation allowance which the officiating officer drew in his permanent substantive appointment will be allowed.

*An officer of the Indian Medical Service is not entitled to more than half staff pay when officiating for an absentee on study leave.*

Pay Exr., E. 139. As the furlough pay of an officer of the Indian Medical Service C. S. R.—  
C., S. O. under the leave rules of 1886 includes (paragraph 363, Army Regula- 114 and 115.  
13231, 9- tions, Volume I) half staff pay, the officer officiating for an absentee on  
10-09. study leave has no claim to more than the available half staff pay of the  
Dy. G. A.- permanent incumbent. The grant of lodging allowance to the absentee  
1479. does not affect the case.

*Physicians and Surgeons of Presidency State Hospitals are held to be included in the term "Civil Surgeons."*

G. I., F. D., 140. The term "Civil Surgeon" used in the second sentence of the C. S. R.—  
297-C. S. R., note to Article 115 (a) of the Civil Service Regulations includes officers note to Art.  
18-1-11. holding the appointments of Physicians and Surgeons of Presidency 115 (a).  
Dy. G. I.- State Hospitals.  
3599.

#### *Medical Appointments.*

F. D. 4553- 141. Staff allowances attached to certain appointments in addition C. S. R.—  
P., 14-8-05. to the consolidated military or civil pay of an officer of the Indian 116.  
Dy. G. I.- Medical Service should be considered as a part of the consolidated  
1157. pay for the purpose of determining the "staff salary" within the mean-  
ing of Article 116, Civil Service Regulations.

#### *[Public Works Department.]*

*Rule for calculating acting allowance in case of an officer enjoying a temporary promotion under paragraph 2 of Article 117, Civil Service Regulations.*

C. I. T.'s 142. When a Public Works Department officer holding a temporary C. S. R.—  
note, 26-9- rank under paragraph 2 of Article 117, Civil Service Regulations, is 117.  
10, in G. A. appointed to officiate in the Civil Department in an appointment carry-  
bundle No. ing a higher rate of pay, his temporary rank should be neglected in the  
581 of 1910- calculation of his acting allowance.  
11.

A. G., 143. Article 120 applies to officers of the Public Works Department C. S. R.—  
P. W. D., officiating in higher classes or in other appointments in privilege leave 120.  
102-E., vacancies and in other vacancies also when temporary promotion which  
17-1-96. is admissible under the second clause of Article 117 is not given for any  
Dy. G. A.- reason.  
1209.

#### *Educational Officers.*

F. & C. 144. The fixed allowances named in Article 139, Civil Service C. S. R.—  
5974-P., Regulations, of an officer of the Subordinate Educational Service are not 139.  
8-10-02. subject to the general rule of maximum and minimum salary laid down  
Dy. G. I.- in Article 96, Civil Service Regulations.  
1145.

F. & C.  
5559-P.,  
22-10-02.  
Dy. G. I.-  
1269.

**145.** An officer of the Subordinate Educational Service holding C. S. R.—  
temporarily an appointment in the Provincial Educational Service, 139.  
whether such appointment be substantively vacant or not, is entitled to  
an allowance not exceeding Rs50 a month, and the only advantage  
derived by an officer from acting in an appointment, which is sub-  
stantively vacant, is that his acting allowance is not subject to reduction  
under the operation of the proviso in Article 139, Civil Service  
Regulations.

G. I., F. D.,  
4878-P.,  
7-9-05.  
Dy. G. I.-  
1344.

**146.** In deciding the amount of acting allowance admissible to an  
officer of the Provincial Educational Service appointed to officiate for an  
officer of the Indian Educational Service who has been transferred to  
foreign service of the first kind, it has been held that "the pay of the  
officer" which occurs in the second line of the proviso to Article 139 of  
the Civil Service Regulations should be construed to mean the pay  
which would have accrued to the officer had he remained on in Govern-  
ment service and not been transferred to foreign service.

*Overseers and Assistant Overseers at Port Blair.*

H. D. 85,  
23-1-06;  
F. D. 597-P.,  
2-2-06.  
Dy. G. I.-  
2601.

**147.** The Government of India are not prepared to make, in the case C. S. R.—  
of the establishment of overseers and assistant overseers at Port Blair, 140.  
a further exception to the general rule that officers in the same class  
should not be given officiating promotion from grade to grade. But  
having regard to the hardship which would be caused by the withdrawal  
of the privilege which the present incumbents of those appointments  
have hitherto enjoyed, they approve the continuance to them of the  
grant of acting allowances in leave and other temporary vacancies. This  
privilege will extend only to overseers and assistant overseers now on the  
establishment and must not be allowed in the case of men recruited  
hereafter.

Superin-  
tendent, Port  
Blair,  
No. 3976,  
dated 8th  
February  
1906.  
Dy. T. A.-  
1787.

**148.** The following are the names of overseers and assistant overseers  
in the Port Blair Jail Establishment on 23rd January 1906:—

N. Monin . . . . .	1st Grade Overseer.
J. Carmody . . . . .	2nd " "
A. H. Owen . . . . .	2nd " "
H. F. Hill . . . . .	3rd " "
D. Barry . . . . .	3rd " "
W. R. McMullen . . . . .	3rd " "
F. W. P. Viger . . . . .	1st " Assistant Overseer.
A. R. Matcher . . . . .	1st " " "
A. F. Boomgardt . . . . .	2nd " " "
T. Burrows . . . . .	2nd " " "
R. Parkinson . . . . .	3rd " " "
A. Wilshaw . . . . .	3rd " " "
F. Hulbert . . . . .	3rd " " "
C. A. Browne . . . . .	3rd " " "

### Officers having a Substantive Appointment.

*Sub. pro tem. promotion to the higher grade admissible.*

- G. I., F. D., 1293-P., 21-3-96. **149.** The prohibition contained in Article 140 of the Civil Service C. S. R.—Regulations against the appointment of an officer to officiate on a higher grade of his own class does not apply to the grant of substantive *pro tempore* promotion. (Bengal.)
- G. I., H. D., 429-440, 2-5-07; F. D. 2857-P., 9-5-07. Dy. G. I.-490. **150.** The acting allowance of an Inspector acting as a Deputy Superintendent shall be regulated by Articles 140 and 141 of the Civil Service Regulations. An Inspector placed in charge of the current duties of an Assistant Superintendent shall draw acting allowances as a Deputy Superintendent. An Inspector placed in charge of the current duties of a Superintendent's office shall be granted a charge allowance of ₹100 a month under clause (f) (ii) in Appendix No. 6 to the Civil Service Regulations.

#### *Military Assistant Surgeons.*

- C. I. T. U. O. 738, 28-2-10. **151.** The salary of a Military Assistant Surgeon officiating for another, who is in receipt of a staff salary, will be his own grade pay as a Military Assistant Surgeon *plus* one-fifth of the sum of grade pay and staff allowance admissible if he were appointed to the post substantively (Articles 39 and 140, Civil Service Regulations).

*Minimum pay to be taken in the case of progressive appointments.*

- G. I. Fin. 4898-P., 5-8-04. Dy. G. I.-876. **152.** For the purpose of calculating acting allowance under Article 141 of the Civil Service Regulations in the case of progressive appointments divided into grades, the average of the minimum pay of the several grades should be taken as "pay."

#### *Medical Appointments.*

- F. & C. 5637-P., 6-9-04. Dy. G. I.-1116. **153.** The rule that Military Assistant Surgeons in civil employ should be allowed to count the periods of their temporary reversion to military duty for field service for increments in their civil appointments may be held to apply in all cases in which the increment fell due after 15th April 1901—the date on which the sanction of the Secretary of State to the proposal was received.
- G. I. Fin. 1723-P., 22-3-05. Dy. G. I.-2625. **154.** Warrant medical officers in independent medical charge of civil stations are entitled to count leave with allowances as service qualifying for quinquennial increments.

### Officers without a Substantive Appointment.

*Pay of the appointment in cases of progressive pay.*

- G. I., F. D., 2418-P., 31-8-06. **155.** For the purposes of Article 144 of the Civil Service Regulations, the "pay of the appointment" in the case of an appointment on progressive pay is the pay which an officiating officer would receive if appointed substantively.



### Appointments on less than ₹100.

#### *Pay of the appointment.*

G. I., F. D., 32, 3-1-90. **156.** The meaning of the term "pay of the appointment" in Article 147 (ii) of the Civil Service Regulations is that given in the definition of that term in Article 39 of those Regulations. (Madras.) C. S. R. -- 147.

*No reduction of absentee allowance when full pay even is given to acting officer.*

S. S. 79-  
Finl., 26-  
6-08 ;  
F. D. 4144-  
P., 22-7-  
08. Dy.  
G. I.-1066. **157.** A Local Government is empowered to relieve an officer on pay of less than ₹100 a month from deduction of absentee allowance under the provisions of Article 147 (iii) of the Civil Service Regulations when to obtain a competent substitute acting allowance has to be given on the scale laid down in Article 147 (ii) of those Regulations to an officiating officer without a substantive appointment.

G. I., For., 1140-Est., 17-4-09, to the address of the Poll. Officer in Sikkim; copy received with his reply to this office objection statement on his accounts for Dec. 1910. **158.** The Political Officer in Sikkim has been authorised to grant to an officer without a substantive appointment who officiates in an appointment the pay of which is less than ₹100 a month, allowances in excess of half the pay of the appointment without reducing *pro tanto* the leave allowances of the absentee, when he is satisfied that half the pay of the appointment is not sufficient to secure an efficient substitute for the absentee. C. S. R. -- 147 (ii), Note 1.

#### *Observers in the Meteorological Department.*

S. S. 167-  
Rev.,  
27-10-05 ;  
G. I., R. A.,  
1818-1-2,  
25-8-05,  
recd. with  
Dir. Genl. of  
Observa-  
tories'  
No. 1261,  
1-3-06. **158A.** An officer acting for a whole-time Observer on leave of whatever kind should get the full pay and allowances if any attached to the post in which he is acting and this ruling should apply to the *locum tenens* whether he has or has not a substantive appointment under Government while the Observer on leave should get the leave allowances due to him without regard to the fact that the *locum tenens* is drawing the full pay and allowances of the post.



## CHAPTER VII.—REGULATION OF PROGRESSIVE SALARIES.

*Interpretation of the expression "special orders to the contrary."*

G. I. Fin.  
8248-P.,  
26-10-93.  
Dy. 991.

159. The special orders required by Article 149 are the orders of the C. S. R.—authority which is competent to sanction the pay if it rose regularly by 149. five annual increments; but the mere sanction of such an authority on a proposition statement involving increase of pay from a minimum to a maximum in less than five years is not a special order unless it specially mentions the point of the pay rising from the minimum to the maximum by less than five equal yearly increments and passes an order upon that point.

### Accrual of Increment.

G. I., F. D.,  
3876-C. S. R.,  
7-7-11.  
Dy. G. I.-  
1482.

160. The rule in Article 151, as revised by correction No. 173, dated C. S. R.—1st August 1911, will have effect from 1st April 1911, but no re-adjust- 151. ment should be allowed in respect of increments which already run from the 1st of a month under the operation of the old rule.

G. I. Fin.  
4854-P.,  
7-11-98.  
Dy. 994.

161. The substantive incumbent of a progressive appointment when deputed to a temporary appointment is not, as a rule, entitled to count the period of his deputation in the latter for an increment in the former. The principle involved is that an officer, while temporarily employed on special duties outside his ordinary work, is not as a rule acquiring, while so employed, the additional experience for which the incremental pay of his substantive post is granted.

G. I., F. &  
C., 5010-P.,  
19-12-04.  
Dy. G. I.-  
1909.

162. The question whether a period of deputation on special duty should or should not be allowed to count for increments in an officer's substantive appointment will be decided by the Local Government under whose orders the officer concerned was placed on special duty.

163. When, however, an account officer or a clerk from an account office is deputed to examine Treasury Accounts, the considerations on which a general rule is based do not apply; in such a case the temporary transfer does not involve loss of efficiency, but rather the contrary, and the period of deputation may, therefore, in that case be allowed to count for increment in the permanent post.

*The same service does not ordinarily count once in a higher and again in a lower appointment.*

G. I., F. D.,  
1824, 14-  
3-87.

164. The same service cannot be twice taken into account for increments once in a lower and again in a higher grade, except only in cases where the rules specially provide for this. (Bengal.)

### *Sub. pro tem. service.*

G. I., F. D.,  
539-P., 3-  
1-08.

165. Sub. *pro tem.* service in a higher grade counts for increments in an officer's substantive appointment. (Bengal.)

*Temporary Service in the Military Department.*

- G. I., F. D., 2170-P., 4-5-00. **166.** Temporary service in the Military Department does not count towards increment in the Civil Department. (Bengal.) C. S. R.—151.

*Overstayal of privilege leave.*

- G. I. Fin. 2020-P., 20-9-00. Dy. 1025. **167.** The period not exceeding a week by which an officer may overstay his privilege leave should, if the service would otherwise count, be reckoned towards the increments of appointments on progressive salary.

*Previous Service of a Constable.*

- G. I., H. D., 459, 13-5-09; F. D. 2492-F. O. & A., 18-5-09. Dy. G. I.-471. **168.** A constable who has retired on an invalid or on a compensation pension and is subsequently re-employed should, if his previous service counts for pension under Articles 514 and 519, Civil Service Regulations, also count such service for future increments.

*Head of an office to decide about the postponement of future increments.*

- G. I. Fin. 694, 11-2-95. Dy. 1410. **169.** Heads of offices are competent to decide on the merits of each case whether the postponement of an annual increment of a progressive pay ordered as a penalty should or should not have the effect of similarly postponing future increments. C. S. R.—152.

*Personal allowance in the Educational Department—Service towards increments in.*

- G. I. Fin. 516-P., 8-2-97. Dy. 1509. **170.** Past service in the graded list of the Educational Department does not count towards increments in a personal allowance granted under the new educational scheme, but only towards increments in the regular scale rising from Rs500 to Rs1,000. Such allowances are strictly personal, and when first drawn must be in the lowest stage. The initial allowance drawn by a Principal, who has already served one year as senior Principal, will, therefore, be Rs250 only, and not Rs300. C. S. R.—153.

*Laboratory Workmen in the Assay Department.*

- F. D. 1374, 8-7-78. **171.** The Assay Master is authorised to grant, at his discretion, the maximum of any progressive pay sanctioned for the laboratory workmen.

**Acting Allowances.**

- G. I. Fin. 3559-P., 26-7-05. Dy. 651. **172.** An officer whose substantive pay is progressive, and who acts in an office of which the pay is progressive, is not entitled to increments in respect of his officiating appointment until he draws as salary the minimum pay of that appointment for one year, as Article 96 restricts him to the minimum pay of his officiating appointment for one year and debars him from receiving a higher salary while officiating in an appointment than he would have been entitled to under Article 157 (a) had he been appointed substantively thereto. C. S. R.—155.

G. I. Fin.  
4040-P.,  
30-7-01.  
Dy. 696.

**173.** When an officer is appointed to officiate in another appointment, C. S. R.—in addition to his own duties, under Article 168, Civil Service Regulations, he does not cease to count the time towards increments in his main appointment, although his salary for the time may be regulated by the pay of the other appointment.

*Officiating officer's salary not to exceed maximum prescribed in Article 96.*

G. I. Fin.  
3559-P.,  
26-7-95.  
Dy. 651.

**174.** An officer officiating in a progressive appointment is not entitled under Article 155 (c) to salary higher than the substantive pay to which he would have been entitled under Article 157 (a) had he been appointed substantively to it.

*Officiating service rendered in similar appointments.*

G. I. Fin.  
3887-P.,  
20-6-04.  
Dy. 557.

**175.** Officiating service rendered in appointments in the same department carrying identical rates of pay and increments shall be considered as service rendered in the same appointment within the meaning of the note in Article 155 (c), Civil Service Regulations, and shall be allowed to count for increments. C. S. R.—155, note.

*Appointments on a time scale rate of pay.*

S. S. Despatch 15,  
29-1-09 ;  
G. I. Despatch 119,  
27-5-09 ;  
F. D. 2602.  
F. O. & A.,  
27-5-09.  
Dy. G. I.  
561.

**176.** The following new rules will not be promulgated for the present. In the meantime the Government of India will continue to apply the ordinary progressive pay rules; but in any case where these may seem inequitable as applied to a time scale service, they propose to pass special orders not going beyond the powers bestowed on them by the rules.

I. An officer substantively on a time scale of pay may be transferred to an appointment the pay of which is—

Case 1—Fixed;

Case 2—Progressive within grades; or

Case 3—On a time scale.

In case 1—

(a) His substantive pay will be that which he would have drawn from time to time under the time scale.

(b) The pay on which his acting allowance will be calculated is that of the appointment on fixed pay.

(c) His pay on confirmation will be the pay of the appointment on fixed pay.

In case 2—

(a) His substantive pay will be that which he would have drawn from time to time under the time scale.

(b) His acting allowance will be calculated as in the case of an officer whose substantive pay is progressive [Article 155



(c) (ii)]. Provided that if immediately before his transfer to officiate, his pay on the time scale was in excess of the minimum pay of the progressive appointment in which he is officiating, he will draw the pay of the stage next above his substantive pay, and he will receive the increments of the pay of his officiating appointment as they fall due until the maximum is reached. C. S. R.—  
155, note.

- (c) His pay on confirmation will be regulated in the same manner as that of an officer transferred from one progressive appointment to another (Article 157).

In case 3—

- (a) His substantive pay will be that which he would have drawn from time to time under the time scale from which he is transferred.
- (b) His acting salary will be the pay of that step in the time scale in which he is officiating which is next above that to which he was entitled in the time scale from which he was transferred, the difference between the two being treated as his acting allowance.
- (c) His pay on confirmation will be the pay of the step in which he was officiating and the whole period during which he officiated therein, whether continuous or not, will count towards advancement to the next step.

II. An officer may be transferred to an appointment on a time scale of pay from a substantive appointment, the pay of which is—

Case 1—Fixed;

Case 2—Progressive within grades; or

Case 3—On a time scale.

In case 1—

- (a) His substantive pay will be that of the appointment on fixed pay.
- (b) His acting salary will be the pay of that step which is next above his substantive pay, and he may rise to the next higher step when he has served on the former step for the time ordinarily required for earning an increment in the time scale, whether such service has been continuous or not and similarly may count all subsequent officiating service for further increments in the time scale. Provided that if he was immediately before his transfer drawing a salary in excess of his substantive pay the Government of India or the Local Government may assign him the pay of the step in the time scale next above that of his previous salary, or any lower step that it thinks proper, the difference between such salary and his substantive pay being treated as his acting allowance; but he will not attain to the pay of the next step until he would have reached it if, on



transfer to the time scale, his acting salary had been the C. S. R. -- pay of that step which was next above his substantive pay. 155, note.

- (c) His pay on confirmation will be the pay which he was drawing when last officiating, and subject to the same proviso as in case 1 (b) the whole period of his officiating service on that pay, whether continuous or not, will count, as well as substantive service, towards his advancement to the next step in the scale of pay.

In case 2—

- (a) His substantive pay will be that of the stage of the progressive pay appointment in which he was when transferred.  
 (b) His acting salary will be determined as in case 1 (b).  
 (c) His pay on confirmation will be determined as in case 1 (c).

In case 3—As in case 3, I.

*N.B.*—These rules do not introduce acting allowance for officers officiating for others within their own time scales where rules already exist precluding the grant of such allowances (*e.g.*, the Forest Service or the General List of the Indian Finance Department).

### Initial Pay.

*When Local Government can fix initial pay at whatever amount it considers proper.*

G. I. Fin.  
5340-P.,  
12-12-93.  
Dy. 1145.

**177.** In the case of appointments on progressive salary met from C. S. R.—Provincial Revenues, a Local Government has power to fix the initial 156. pay of an officer at whatever amount it considers proper, provided that the pay sanctioned does not exceed ₹250 per mensem.

*An officer without a substantive appointment may count for increments his sub. pro tem. service.*

G. I., F. D.,  
6090-P.,  
30-10-06.  
Dy. G. I.-  
1964.

Sr. No. 4059.

**178.** An officer holding no substantive appointment on a permanent C. S. R.—establishment, appointed substantively *pro tempore* on such an establish- 156 and 157. ment, may draw the increments attached to his post in the ordinary course. Under Article 156 (a), Civil Service Regulations, he must begin on the minimum pay of the appointment, but his progression continues thereafter whether he is confirmed or not. There is no anomaly or ambiguity in the rule. The officer is substantive for the time being, and on confirmation the increments of the appointment will accrue to him as if no change had been made in his tenure of the appointment.

*Initial pay how fixed under old rules in cases of officers who officiated before being substantive or sub. pro tem.*

G. I. Fin.  
3937-P.,  
14-9-96.

**179.** If an officer is appointed substantively *pro tempore* or substantively to a progressive appointment in which he has already officiated and has drawn pay in excess of the minimum pay of the appointment, his initial pay should be fixed under Article 157 and not under Article 157A.

*How the new progressive pay rules to be applied to cases in which pay has been fixed under the old rules.*

G. I. Fin.  
3421-P.,  
27-5-04.  
Dy. G. I.-  
396.

**180.** In case of a clerk on ₹70 a month who was appointed on 1st C. S. R.—April 1901 to a post on a progressive pay of ₹60—4—80 a month and under old Article 157A was allowed to draw ₹72 a month, but to count time for increments on the minimum pay, it was decided that as he had completed nearly three years' service on ₹72 a month on 28th March 1904 (the date of the introduction of the new rule) he was allowed to draw the next higher stage of pay (₹76 a month from 1st April 1904), the broken period from 28th to 31st March 1904 being neglected under Article 151. In such a case the actual pay drawn by an officer at the time the new rule in Article 157A was introduced (28th March 1904) should be taken into account in calculating his increments and he should be allowed to count not more than one year of the time during which he has been drawing that pay towards his next increment.

Dy. Ir. G.  
A. 797-A. G.  
B.'s Cir. 263-  
T. M.—T. A.  
D.

**181.** In the case of an officer who under old Article 157 (a) is drawing an initial pay in a progressive appointment exceeding the pay that would be admissible under revised Article 157A (b), his pay should be revised, with effect from 28th March 1904, and his increment regulated thereunder.

*Example.*—An officer drawing ₹175 a month who was promoted to an appointment on ₹120—8—200 (the increment being biennial) on the 1st October 1903 and was drawing ₹176 under Article 157 (a) as it then stood, it was decided that he should receive ₹175 (*viz.*, ₹168 the pay of the next lower stage + ₹7 personal allowance), with effect from 28th March 1904, and he should be given his next increment of ₹8 raising his pay to ₹176 on completing two years' service from the date of appointment to the grade.

G. I., F. &  
C., 4737-P.,  
5-8-03.  
Dy. 910.

**182.** The progressive pay rule in Article 157 (a), Civil Service C. S. R.—Regulations, is not intended to be applied to the case of duftaries who are allowed to count all approved service on the permanent establishment on ₹10 a month or higher pay as service counting for increments on the new scale sanctioned in Finance Department Resolution No. 6851-Ex., dated 23rd December 1902. Thus, a duftary with eight years' service on ₹10 will be eligible to draw an increment at once and a second increment after two years' further service.

G. I., F. D.,  
3368-P.,  
17-6-05;  
S. S. 58-Fin.,  
19-5-05.  
Dy. G. I.-  
786.

**183.** The new rule in note to Article 157, Civil Service Regulations, regarding the counting for increment of past substantive *pro tempore* service should be applied to any officer who has been substantively appointed to an appointment on progressive pay between 1st April 1903 and 14th March 1904 and who on the latter date was drawing less pay than he would have done had the new rule been in force at the time when he was appointed. The rule should not be applied universally, but, at the direction of the Government of India, only in cases where the difference of pay involved is considerable, due regard being given to the status of the officer affected.

G. I., F. D.,  
3084-P.,  
30-5-08.

**184.** When officiating service with salary below the minimum pay, intervenes between the two periods of the sub. *pro tem.* service with salary equivalent to the minimum pay of the appointment, the period of

Dy. G. I.-  
593.

first sub. *pro tem.* service should not be discarded from being counted as C. S. R.—service for increments merely because such period happens to be followed 157. by officiating service which does not count for an increment.

C. G. 5042,  
25-2-11.  
Dy. G. I.-  
4118.

185. The officiating service of a Civilian officer, in class II of the General List of the Finance Department, drawing ₹1,000 as special minimum (see also paragraph 130) counts towards increment on his confirmation under Article 157, Civil Service Regulations.

### Time spent on Leave.

#### *Progressive local allowance.*

G. I. Fin.  
3132-P.,  
19-7-97.  
Dy. 534.  
G. I. Fin.  
5516-P.,  
31-10-94.  
Dy. 1091.

186. Time spent on privilege leave does not count as service for in- C. S. R.—crement in the case of a progressive local allowance. 159.

187. Leave without allowances should not be included in the period of service necessary to render an Extra Assistant Commissioner in Baluchistan eligible for an increase of pay.



## CHAPTER VIII.—COMBINATION OF APPOINTMENTS AND SALARIES.

### Charge of Current Duties.

#### *Pay not fixed.*

G. I. Fin.  
523-P.,  
31-1-96.  
Dy. 1523.

**188.** When the pay of an appointment is not fixed, but depends on C. S. R.—the rank of the officer holding it for the time being, charge allowance <sup>161</sup> should be calculated with reference to the rule in Article 39, rule 3.

#### *Allowance for charge of treasury.*

G. I. Fin.  
3498,  
12-9-71.  
Dy. 6326.

**189.** When a Political Agent who has a treasury under his control is absent from head-quarters for a time during which it would be inconvenient for the service that the treasury should be closed, an allowance of R3 per diem may be passed for the charge of the treasury; provided there is no Civil officer at hand within the scope of whose duties the charge of the treasury falls.

#### *Charge allowance to a Native of India.*

G. I. Fin.  
3972-P.,  
7-8-94.  
Dy. 661.

**190.** The charge allowance of R100 prescribed in Article 161 is admissible in full to a native of India holding charge of an appointment reserved for a member of the Indian Civil Service.

#### *Police appointments.*

G. I., F. D.,  
5660-P.,  
13-10-05.  
Dy. G. I.-  
1689.

**191.** The minimum charge allowance of R100 under Article 161, Civil Service Regulations, is not admissible to a Police officer placed in charge of the office either of Assistant Superintendent or of District Superintendent of Police, in addition to his own duties, as the last sentence of the above article does not apply to the appointments of Assistant Superintendent and District Superintendent of Police.

#### *Charge allowance for a Forest Division.*

G. I., R. A.,  
13-F.-150-  
2, 3-6-08;  
F. D. 3560-  
P., 16-6-08.  
Dy.  
G. I.-756.

**192.** The Local Governments have been empowered to fix a sum C. S. R.—39 not exceeding R100 as charge allowance to an officer of another department appointed temporarily to hold charge of a forest division, in addition to his own duties.

#### *Charge allowance to an Extra Assistant Conservator of Forests.*

R. A. 89-F.-  
365-2,  
14-1-09;  
F. D. 570-  
F. O. & A.,  
3-2-09.  
Dy. G. I.-  
2711.

**193.** Local Governments have been empowered to sanction a charge C. S. R.—allowance under Article 161, Civil Service Regulations, not exceeding R50 per mensem to an Extra Assistant Conservator of Forests who is placed temporarily in charge of a forest division in addition to his own duties as sub-divisional officer owing to a vacancy in his Imperial Forest Cadre (held by an officer on the time scale).



*Allowances of an officer holding charge of the current duties of a third appointment.*

G. I., F. D.,  
2177, 31-  
12-79.

**194.** The case of an officer holding a substantive appointment under C. S. R.—Government and officiating in another appointment, and at the same time appointed to hold charge of the current duties of a third appointment, should be governed by Articles 161 and 162 of the Civil Service Regulations; the officer can accordingly draw charge allowance in addition to salary. (Bengal.)

*Charge allowance to Chief Superintendents of the Civil Veterinary Department when placed in charge of another circle in the same province.*

S. S. 35-Rev.,  
30-3-08,  
received on  
5-4-08,  
F. D. 2103-  
P., 16-4-08.  
Dy. G. I.  
166.

**195.** Chief Superintendents of the Civil Veterinary Department in C. S. R.—Provinces where two or more Superintendents are employed should be eligible for charge allowance when placed in charge of the circle of a junior officer in addition to their own duties

*Assistant Surgeons.*

G. I. Fin.  
3470-Ex.,  
3-8-08.  
Dy. 605.

**196.** Assistant Surgeons attached to Imperial Service Troops when on active service receive a batta of R20 a month.

*Hospital Assistants.*

G. I., H. D.,  
16-1-17  
to 29,  
9-1-78,  
received with  
G. I., H. D.,  
159, 21-2-10.  
Dy. G. I.  
3295.  
Bundle No.  
2050-G. A.

**197.** When a Hospital Assistant attached to a dispensary, jail, or other institution is appointed to an additional charge, such as a lock-up or a police hospital or normal school, he will be entitled to an extra allowance of R10 per mensem.

*Delegation to Local Governments of the power to sanction charge allowances to temporary Engineers while holding executive charge of two divisions.*

G. I., P. W.  
D., Circular  
1-P. W.,  
6-1-11;  
F. D.  
1188-C. S. R.,  
10-3-11.  
Dy. G. I.  
4301.

**198.** Local Governments and Administrations have been empowered to sanction the grant of charge allowances to temporary Engineers under the provisions of Article 163 and Appendix 6, Civil Service Regulations, while holding executive charge of two divisions.

*Privates as Church Clerks.*

G. I., F. D.,  
4361-P.,  
3-8-04.

**199.** Privates (soldiers) can be employed as church clerks without the special sanction of the Government of India. (Bengal.)

167.

### Temporary Arrangements.

*An officer on special duty appointed to act in another appointment.*

G. I. Fin.  
2011-P.,  
18-4-01,  
to A. G.,  
Madras.  
Dy. 95.

**200.** An officer deputed on special duty may be appointed to act in C. S. R.—  
another appointment in addition to his special duty; and such an officer<sup>168.</sup>  
may be allowed salary for both the duties calculated under Article 168.

*Dual appointment in foreign service.*

G. I. Fin.  
987,  
19-2-90.

**201.** In the case of an officer holding simultaneously two or more  
similar appointments in foreign service of the first kind, his salary should  
be calculated in accordance with the terms of Article 168. (Bengal.)

### Appointment on the same Establishment.

*"Same establishment" defined.*

G. I. Fin.  
1723-P.,  
23-4-95.  
Dy. 98.

**202.** The question whether any two appointments are, in the words C. S. R.—  
of Article 169, "on the same establishment," turns not upon the status<sup>169.</sup>  
of the appointments, but upon the nature of the duties to be performed  
in each. There are numerous cases of officers on different gradation  
lists, serving side by side, who undoubtedly belong to the same estab-  
lishment. Thus, in the Revenue line, Assistant Collectors and Deputy  
Collectors of a district, or, in a Secretariat, the Under-Secretaries and  
Assistant Secretaries, though they belong to different services, are held  
to be on the same establishment and Article 186 is applied to such cases.  
Similarly it has been held that a Director of Public Instruction, an  
Inspector, and an Assistant Inspector of Schools belong to the same  
establishment.

*"Entire" charge as opposed to charge of "current" duties.*

G. I. Fin.  
1351,  
19-3-89.

**203.** Articles 167 to 169 govern the allowances admissible to an officer  
for the entire charge of two appointments, while Articles 161 and 162  
regulate the allowances admissible for the entire charge of one appoint-  
ment and the current duties of another. (Bengal.)

*No charge allowance in cases of appointments on the same  
establishment.*

G. I., F. D.,  
4399-P.,  
16-10-93.

**204.** In a case referred by the Punjab Government, in which the  
second clerk of a Commissioner's office was appointed to do the work of  
another clerk in the same office in addition to his own duties, the Local  
Government was desirous of granting the officer a charge allowance  
under Articles 161 and 162 of the Civil Service Regulations, but it was  
decided by the Government of India that Article 169 prevented the grant  
of a charge allowance as well as of an officiating allowance, in cases fall-  
ing under Articles 161 and 162 of the Regulations.

G. I., F. D.,  
5983-P.,  
22-9-04.

NOTE.—The meaning of this order is that if under Article 169 no allowance is admis-  
sible to an officer for acting in a higher appointment on the same establishment, then no  
allowance is admissible to him for holding charge of the current duties of the higher  
appointment in addition to his own duties. When acting allowance is admissible there is no  
objection to the grant of a charge allowance. (Allahabad, page 175, Manual of Orders of  
Gazetted Audit Department, Edition of 1905.)

*An officer doing the additional work of a subordinate should not get any allowance.*

F. & C.  
6897-P.,  
1-11-04.  
Dy. G. I.-  
1525.

205. In the case of a Conservator discharging the duties of a Divisional Officer subordinate to him in addition to his own, the Government of India have ruled that the Conservator cannot claim any charge allowance. It has also been held that an officer doing the work of his own subordinate in addition to his own should not get any extra allowance for the additional work. C. S. R.—169.

*The allowances under Articles 170 and 171, Civil Service Regulations, are local allowances.*

G. I., F. D.,  
903-Ex.,  
22-2-93.

206. The allowances granted under Articles 170 and 171 are local allowances, and should be treated accordingly, but exchange compensation is admissible on the allowance given under Article 170. (Bengal.) C. S. R.—170 and 171.

G. I. Fin.  
6338-Ex.,  
19-12-00.  
Dy. 1445.

207. In case it is found necessary to place one officer in charge of the executive work of a full-time Cantonment Magistracy, in addition to his own duties, and another officer in charge of the judicial work also in addition to his own duties, the allowance of Rs100 should be divided equally between them. C. S. R.—173.

## CHAPTER IX.—JOINING TIME.

## Period Admissible.

*Cases where transfer should not be held to involve change of station.*

G. I. Fin. 2033-P., 3-5-95. Dy. 228. **208.** When an officer resides at the same station before and after his C. S. R.—transfer, his transfer should not be held to have involved a “change of station” within the meaning of Article 177, and joining time should be calculated under Article 176 and not under Article 177.

F. D. 6366-P., 17-11-05. Dy. G. I.-1960. **209.** Joining time of a day is admissible when there is an actual change of office in the same station, but it is for the Local Government to decide whether or not in any particular case there is a change of office.

G. I. Fin. 2032-P., 8-5-95. Dy. 227. **210.** A change of Ecclesiastical districts within a station is no C. S. R.—“change of station” within the meaning of Article 177 to entitle an officer to the full joining time admissible under that article.

G. I. Fin. 4409-P., 11-10-93. **211.** The joining time admissible to an officer transferred from one Province to another who is required to report himself to the Head of his Department before being posted to any particular station in the interior should be regulated by Article 177 and not Article 184, as the fact of the officer reporting himself at the office of the Head of his Department does not constitute taking charge of any duty.

G. I., For. D., 18-P. O., 15-4-07; F. D. 2558-P., 30-4-07. Dy. G. I.-359. **212.** Officers who may proceed on privilege leave or furlough from C. S. R.—Gartok or who on return from such leave may be posted to Gartok, will be treated as on duty during the journey from Gartok to Simla or from Simla to Gartok as the case may be. **177 and Appx. 6A, para. 3.**

The period fixed for the journey from Gartok to Simla is 35 days.

*Sundays included in the maximum.*

G. I., F. D., 412, 2-5-98. **213.** The maximum of 30 days' joining time under Article 177 is an absolute maximum and Sundays not actually spent in travelling must be included in the period. (Madras.)

*Extension of 30 days' joining time.*

G. I., For. D., 576, 2-3-07. Dy. G. I.-6. F. D. 1993-P., 28-3-07. Dy. G. I.-6 of 2-4-07. Bundle No. G. I.-93 of 1908-09. **214.** It has been decided by the Government of India that in addition to the six days allotted for the preparation under Article 177, Civil Service Regulations, the periods noted below shall be regarded as the maximum periods of joining time admissible in the case of journeys on transfer between the places mentioned in the list. Sundays not actually spent in travelling are excluded from the calculation, as in the case of ordinary journeys on transfer governed by the operation of the above-mentioned article.



Journey between—	No. of days.	C. S. R.—
Quetta and Seistan . . . . .	39	177 and App. 6A, para. 3.
Quetta and Turbat-i-Haidari . . . . .	72	
Quetta and Meshed . . . . .	79	
Meshed and Seistan . . . . .	40	
Turbat-i-Haidari and Seistan . . . . .	33	
Quetta and Bam . . . . .	53	
Bombay and Meshed <i>viâ</i> Constantinople* . . . . .	40	

In the case of transfers to intermediate stations not specially provided for in these orders, the period of joining time to be allowed will be fixed by this office, in each case, proportionately, with reference to the scale noted above.

NOTE.—These periods are limited to joining time *on transfer*, while the periods of Appendix 6A, Civil Service Regulations, are prescribed for journeys on proceeding on or returning from *leave*. But calculations under Article 182, Civil Service Regulations, should be made from the points laid down under Appendix 6A, Civil Service Regulations, instead of from the old station.

#### *Extensions—Transfer during vacation.*

G. I. Fin. 3130-P., 22-7-97. Dy. G. I. 3635. **215.** An officer on transfer during a vacation is permitted to join C. S. R.—at the end of the vacation although the usual joining time is thereby 180. exceeded.

*When leave intervenes—Privilege leave to be reduced by joining time admissible.*

F. & C. 5119-P., 4-10-01. **216.** Full joining time admissible under rules on transfer during C. S. R.—privilege leave is allowed to an officer by the cancellation of a corre-182. sponding portion of the privilege leave availed of without any reference to the authority which granted the leave.

G. I., F. D., 6182-C. S. R., 3-10-11. Dy. G. I. 2457. **217.** The expression “Furlough on medical certificate” as used in C. S. R.—Article 183, Civil Service Regulations, includes “Leave on medical 183. certificate” under the Indian Service Leave Rules.

#### **Appointment Changed.**

*Six days for preparation not again admissible.*

G. I. Fin. 4795-P., 6-11-96. Dy. 1084. **218.** A second period of six days for preparation should not be C. S. R.—included in the joining time of an officer whose appointment is changed 184. while he is in transit from one appointment to another.

G. I. Fin. 3136-P., 29-6-00. Dy. 524. **219.** It is not the intention of the rules to allow any joining time in cases where the change of appointment does not involve an actual change of office.

\* G. I., For. Dept., 3031-F., 26-9-08; F. D. 5826-F. O. & A., 13-10-08. Dy. G. I. 1734.

**Allowances.***Transfer from one officiating appointment to another.*

F. & C.  
5266-P.,  
7-10-02.  
Dy. G. I.-  
1145.

**220.** Under Article 185, Civil Service Regulations, acting allowance C. S. R.— may be admitted during transit to a commissioned medical officer holding 185. no substantive appointment in the Civil Department on his transfer from one officiating appointment to another, only if he has a lien superior to that of the officer relieved by or relieving him on either the officiating appointment from which or that to which he is transferred.

Fin. 1667-P.,  
15-4-03.  
Dy. G. I.-  
546.

**221.** Under the proviso to Article 185, Civil Service Regulations, an officer transferred from one officiating appointment to another is entitled to acting allowance while in transit, only if he has a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. The question of the acting allowance of such an officer is thus determined solely with reference to the relative positions of the three officers concerned; and the fact that an officer junior to the officer so transferred happens to be acting elsewhere at the time has no bearing on the acting allowance of the latter.

*Settlement Officer.*

F. & C. 45-  
P., 14-1-05.  
Dy. G. I.-  
2050, 16-1-  
05.

**222.** A Settlement or an Assistant Settlement Officer transferred from one settlement appointment to another may draw the settlement allowance of R150 or R100, as the case may be, during transit. This allowance, however, should still be treated as a local allowance for the purpose of Civil Service Regulations.

*Local Fund employés.*

F. D. 1193-  
P., 22-2-05.  
Dy. G. I.-  
2336.  
G. I., F. D.,  
17928-P.,  
16-12-04.  
Dy. G. I.-  
1875.

**223.** A local fund employé transferred to act in an appointment under Government is entitled to transit pay subject to the provision of Article 185, Civil Service Regulations.

**224.** The proviso in Article 185 of the Civil Service Regulations C. S. R.— should not be applied to the grant of transit pay under Article 188 to 185 and 188. officers without a substantive appointment.

*Officer without substantive appointment.*

G. I. Fin.  
2325-P.,  
22-5-97.

**225.** The sanction of the Local Government is necessary to enable C. S. R.— an officer (e.g., District Munsif) who has no substantive appointment to 188. draw acting allowances during transit.

*Transit pay of temporary employés.*

G. I. Fin.  
2568-P.,  
14-5-01.  
Dy. 289.

**226.** Temporary employés are not ordinarily entitled to transit pay, but when a temporary officer is transferred in the interest of the public service and retains a lien on his temporary appointment, he may be treated in the same manner as an officer holding an officiating appointment for the purpose of Article 188, and transit pay passed to him under the orders of the Local Government.

*Inferior servants.*

G. I., F. D.,  
1820-P.,  
18-3-84.

**227.** Inferior servants, if transferred in the interests of the public service, may be allowed to draw pay during transit. (Madras.)

## CHAPTER X.—OFFICERS DISMISSED, SUSPENDED, OR IMPRISONED.

G. I. Fin.  
630-P.,  
16-2-98.  
Dy. 1464.

**228.** In cases where the extra cost involved does not exceed R100 C. S. R.— and the period during which an officer has remained unemployed through suspension or dismissal does not exceed four months, the power of sanctioning excess expenditure may be delegated by a Local Government to Heads of Departments or officers above the rank of Collectors or District Judges, and may be exercised by Heads of Departments under the Government of India.

*Exchange compensation allowance not admissible on subsistence allowance.*

G. I., F. D.,  
5690-Ex.,  
22-11-94.

**229.** Exchange compensation allowance is not admissible on sub- C. S. R.— sistence allowance drawn under Article 193 (a), Civil Service Regula- 193 (a). tions, for the period of suspension pending enquiry into alleged misconduct. (Bengal.)

*Conveyance or local allowance admissible for the period of suspension.*

G. I., H. D.,  
509,  
8-6-10;  
F. D. 3110-  
F. O. & A.,  
17-6-10.  
Dy. G. I.-  
1141.

**230.** An officer released from suspension, who is granted full salary C. S. R.— for the period of suspension under Article 193 (b) (1) of the Civil Service 193 (b). Regulations, and who, before suspension, was in receipt of a horse or conveyance allowance or of a local allowance, or of both, may be permitted by the Local Government to draw the allowance or allowances for the period of suspension, in any case in which it considers the concession justifiable.

*Imprisonment.*

L. S. P. R.-  
158, 24-  
11-08.

**231.** Imprisonment is treated as suspension (either qualifying or C. S. R.— non-qualifying according to circumstances) and it is not an interruption 194. causing forfeiture of previous service unless there is delay in reinstatement after release.

## PART III.—LEAVE RULES.

## CHAPTER XI.—GENERAL CONDITIONS OF LEAVE.

*Archæological officers engaged under contract.*

G. I., F. D.,  
4222-P.,  
11-8-10.  
Dy. G. I.  
1773.

**232.** Archæological officers who have hitherto been engaged on contracts for periods varying from two to five years, have been shown in class II of the new Appendix No. 33, Civil Service Regulations, as it has been decided that the periods of their contracts should not exceed two years in future. Mr. R. F. Tucker, Archæological Surveyor, Northern Circle, who was engaged by the Secretary of State on contract for five years, is entitled to the full leave privileges admissible to an officer of class I.

C. S. R.—  
196, Rule 1.

## Discretion of Government.

*High officers to forego leave for two years.*

G. I., F. D.,  
1830, 2-5-  
92.

**233.** An officer in civil employ (including a military officer in civil employ) who accepts a high appointment should forego the intention of applying for ordinary furlough during the two years immediately following his appointment, except under special circumstances. The Local Government or Department which ordinarily grants the leave is authorised to decide in each case whether the special circumstances are or are not of such a nature as to justify a relaxation of the rule. (Madras.)

C. S. R.—  
197.

*Privilege leave to officers of the Imperial Agricultural Department.*

G. I., R. A.,  
330, 20-2-08;  
F. D. 2818-  
P., 15-5-08.  
Dy. G. I.—  
400.

**234.** The Inspector General of Agriculture in India has been authorised to grant and gazette privilege leave to officers of the Imperial Agricultural Department and to make such officiating arrangements as may be necessary. This power, however, is subject to the proviso that arrangements can be made locally to fill the vacancy and the post does not involve the temporary entertainment of an additional officer.

C. S. R.—  
197 (a).

## Recall from Leave.

\*G. I., F. D.,  
5732-P.  
12-11-  
09, to the  
Ch. Secy. to  
Govt. of  
Madras,  
received from  
F. D. in  
connection

**235.** The principle of Article 199, Civil Service Regulations, is that a recalled officer when he goes on leave again can claim to be put in the same position (*plus* any addition) as he was when he was recalled. He may be granted, when his services can be spared, not merely the balance of the leave previously granted him, together with any leave subsequently earned, but also any leave previously earned, and which he may have been allowed when he originally went on leave.\* When an officer, recalled to duty before the full amount of his furlough out of India, under Article 308 (b), expired, is obliged to take leave on medical certi-

C. S. R.—  
199 (a).



with Mr. O'Dwyer's case, *vide* C. I. T. U. O. 460, 6-12-09; also S. S. 165-Finl., 17-10-02, received with F. D. 6053-P., 15-11-02. Dy. G. I.-1441. †G. I. Fin. 2765-P., 21-6-98. Dy. 395.

ficate (on account of ill-health) before rendering three years' continuous C. S. R. service, the second leave is of the same kind as that from which he was recalled, there being no distinction in the Civil Service Regulations between furlough without medical certificate and furlough on medical certificate, under the European Service Leave Rules, both being called "furlough." Where leave originally taken, under Article 308 (b), is renewed under Article 199 in consequence of the officer's requiring leave on account of ill-health, the renewed leave should not be described as "furlough granted on medical certificate" under Article 308 (a) or Article 311, since the application of the former article might give the officer more, and of the latter less, leave than would be admissible with reference to Article 199. The renewed leave should be described as given under Article 308 (b) on account of ill-health in accordance with the order in Secretary of State's Despatch No. 236, dated 31st December 1896, communicated with Finance and Commerce Department Resolution No. 2378-P., dated 8th July 1898.†

S. S. 165-Finl., 17-10-02, received on 3-11-02; F. D. 6053-P., 15-11-02. Dy. G. I.-1441.

**236.** An officer who is recalled from special leave may be allowed subsequently to combine the balance of such leave with furlough, either combined or not with privilege leave. C. S. R.—199, 232 and 233.

### Service Qualifying for Leave.

#### Temporary Service.

*Sub. pro tem. service in a deputation vacancy does not count.*

G. I., F. D., 2417-P., 6-6-06.

**237.** An officer without a substantive appointment officiating or sub. C. S. R.—*pro tem.* in a vacancy caused by the deputation of an officer to Settle-201. ment duty does not count such sub. *pro tem.* service towards leave and pension. (Burma.)

S. S. 21-Finl., 5-6-08; F. D. 3808-P., 27-6-08. Dy. G. I.-875.

**238.** Periods of plague duty rendered by officers originally sent out to India by the Secretary of State for temporary plague duty and who were subsequently admitted to the Indian Medical Service should be allowed to count as service for leave under civil rules as well as for pension.

G. I., H. D., 662, 20-4-09, and 651, 17-4-09; F. D. 2076-P., 27-4-09. Dy. G. I.-235. Bundle No. 122-G. A. of 1909-10.

*The period of training in the case of teachers counts towards increments.*

G. I., For. D., 1747-Est. A., to the C. C., Ajmer-Merwara; F. D. 3201-F. O. & A., 22-6-10. Dy. G. I.-1232; and A. G., Punjab, S. A. 1-1-20534, 27-3-11. Dy. Acct.-7812. T. A. Bundle No. 419 of 1909-10.

**239.** The period spent under training will, in the case of teachers C. S. R.— on incremental pay, count towards increments. They will, during this 203A. period, be held to be temporarily detached from the service in the school from which they proceed for training. Under Article 203A, Civil Service Regulations, this period, while not counting as service for leave, will not cancel any leave previously earned.

### Retention of Appointment.

*To transfer an officer from a higher to a lower appointment immediately before his taking furlough is objectionable.*

G. I., F. D., 4536-P., 10-9-04.

**240.** In the case of an officer transferred from a higher to a lower C. S. R.— appointment on the day before he took furlough, the Government of 214. India pointed out that the arrangement is contrary to the intention of the rule in Article 214 of the Civil Service Regulations. That rule is based on the orders of His Majesty's Secretary of State for India who conceded the existing rates of furlough allowances on the specific ground that they would be (wholly or approximately) met by the savings which would accrue by filling up, by acting appointments only, the appointments vacated by officers proceeding on leave. It is obvious that Government fails to secure the full extent of saving which results from paying acting allowance, if the absent officer is transferred to an office on less pay the day before he takes leave. (Madras.)

*Article 214, Civil Service Regulations, does not apply to a sub. pro tem. officer.*

G. I., F. D., 2610-P., 17-5-01.

**241.** The principle of this article does not apply to the case of an officer holding a sub. pro tem. appointment. If such an officer proceeds on long leave, he loses his lien on his sub. pro tem. appointment, and another officer can then be appointed thereto sub. pro tem. (Madras.)

### Commencement and End of Leave.

#### "Gazetted holidays" defined.

G. I., F. D., 4855-P., 30-5-05. Dy. G. I.-1293.

**242.** The term "Gazetted holidays" in Article 220 of the Civil C. S. R.— Service Regulations should be held to mean— 220.

(1) holidays prescribed or notified under section 25 of the Negotiable Instruments Act, 1881;

- (2) holidays on which, by Government Notification in the Gazette, any public office is ordered to be closed for the transaction of public business without reserve or qualification. C. S. R.—  
220.

The term does not include local holidays which may be granted at the discretion of heads of offices provided that there are no arrears of work, nor such merely permissible or discretionary holidays as the last Saturday of each month.

*Substitute to be transferred on the expiry of leave.*

G. I. Fin.  
2259-P.,  
12-5-10.  
Dy. 298.

**243.** An absentee may affix vacation after leave if the substitute is transferred on the expiry of the leave so as not to be on duty in the absentee's post during any portion of the vacation.

*By transfer of an officer the transfer of the immediate substitute only is meant.*

**244.** In deciding whether the absence of an officer involves the transfer of an officer from another station for the purpose of Article 220 account should be taken only of the substitute who takes the place of the absent officer, and not of all the officers in the chain of arrangement arising from one officer's absence on leave.

*Immediate transfer.*

C. G.'s D. O.,  
1-2-05.  
Dy. 422-  
C. O., 2-2-  
05.

**245.** The words "immediate transfer" in Article 220 (i), Civil Service Regulations, are used in contradistinction to a transfer, deferred until after the holidays have ended, and do not mean a transfer *immediately connected* with the departure of an officer on leave.

*Permanent Advance is not "money."*

G. I., F. D.,  
598-P.,  
28-1-04.

**246.** Handing over of a permanent advance is not a transfer of money within the meaning of proviso (ii) to Article 220, Civil Service Regulations. The officer going on leave continues to be responsible for the money till the formal assumption of charge by his successor. (Bengal.)

*Vacation to be treated as "authorised holidays."*

G. I., F. D.,  
318, 2-1-  
06.

**247.** Vacations should be treated as "authorised holidays" and as periods during which the office is not open for business for the purposes of Article 220, Civil Service Regulations. (Bengal.)

G. I. Fin.  
5140-P.,  
5-12-96.

**248.** The provisions of Article 220 are applicable to cases both of reversion and of transfer. (Madras.)

*Port Blair Officers.*

G. I. For.  
324,  
17-4-96.  
Dy. 135.

**249.** Any officer of the Port Blair Settlement who may be on leave at Calcutta, Madras, or Rangoon may be allowed by the Superintendent, Port Blair, to resume charge of his duties at any of these ports, whenever it may be necessary to employ him as Superintendent of the convicts embarking at that port for the Settlement. An officer should not be considered to have rejoined until he has actually taken charge of the convicts.

*Military Officers.*

Contr. of  
Mily. Accts.,  
E. C., 465-F.,  
30-4-06.  
Dy. G. A.-  
208.

**250.** All leave granted to military officers under military rules, C. S. R.—  
whether in or out of India, on private affairs terminates on the day pre-220.  
ceding that on which the officer rejoins. The day of return counts as a  
day of duty. No distinction is drawn between an officer rejoining on  
the forenoon or on the afternoon.—(*Paragraph 208, Army Regulations,*  
*India, Volume II.*)

G. I., F. D.,  
6122-C. S. R.,  
7-10-11.  
Dy. G. I.-  
2364.

Both for the purposes of Article 300 (a) (3) and Article 303 (ii) of  
the Civil Service Regulations, the periods spent by an officer subject to  
the Indian Army Leave Rules of 1886 on journeys from his station to  
the port of embarkation and from the port of debarkation to his station,  
when proceeding on or returning from leave out of India under para-  
graph 358 of the Army Regulations, India, Volume I, should be reckoned  
as leave out of India except in the case of leave out of India granted on  
medical certificate when the periods in question should be treated as leave  
in India.

*Date of commencement of leave in the case of officers of Foreign Depart-  
ment stationed in remote places outside India.*

G. I., F. D.,  
394-P.,  
21-1-05.  
Dy. G. I.-  
2095.

**251.** When the fixed period mentioned in paragraph 1 of Appendix C. S. R.—  
No. 6A of the Civil Service Regulations is not exceeded, an officer's 221A and  
leave should reckon as commencing from either the date of arrival at Appx. 6A.  
the fixed point or the next day according as he arrives in the forenoon  
or afternoon, and the date of termination of leave should be similarly  
reckoned.

*Subsidiary leave at the beginning of combined leave.*

G. I., For. D.,  
U. O.  
284-G.,  
19-4-06.  
(C. I. T.'s  
U. O. 535,  
27-4-06.)

**252.** Combined leave shall be deemed to be leave other than privi-  
lege leave for the purposes of rule 2 of Appendix 6A, Civil Service  
Regulations.

*No substitute should be imported from India to fill a vacancy of less  
than three months, caused by a non-gazetted officer, employed in  
Persia, proceeding on leave.*

G. I., For. D.,  
3370-Est. A.,  
to Poll.  
Resdt., P. G.;  
3371-Est. A.,  
to Agent of  
G. I. in  
Khorasan,  
and 3372-Est.  
to Consul for  
Seistan and  
Kain,  
31-10-10;  
F. D. 6781-  
C. S. R.,  
23-12-10.  
Dy. G. I.-  
3413.

**253.** When an officer of the class described in Article 1098, employed  
in Persia, proceeds on leave and avails himself of the concessions allowed  
by Appendix 6A of the Civil Service Regulations, no substitute shall,  
except with the express previous concurrence of the Government of  
India, be imported from India to fill a vacancy of less than three months,  
exclusive of the time if any allowed for travelling to and from the fixed  
points, which are referred to in the Appendix cited above.

39763





## Combination, Extension, and Commutation of Leave.

### General Rules.

*Commutation of leave—Retrospective commutation into extraordinary leave not allowable.*

G. I. Fin.  
4819-P.,  
14-6-95.  
Dy. 418.

**254.** Local Government have the power to commute leave taken by C. S. R.—an officer into leave of some other kind for which he was qualified when <sup>232.</sup> the leave was originally granted although the application be not made until after the officer's return to duty. A retrospective commutation of any other kind of leave into extraordinary leave without allowances cannot be made under the article, as the grant of extraordinary leave is specially limited to cases of necessity and when no other kind of leave is by rule admissible.

*Combined Leave Rulings—Privilege leave cannot be combined with other full pay leave.*

G. I. Fin.  
1067-P.,  
22-2-01.  
Dy. 1852.

**255.** The Resolution of 25th January 1901, while it allows to officers C. S. R.—on plague or famine duty the combination of privilege leave, however <sup>233.</sup> earned, up to a maximum of three months with furlough or other leave carrying the leave allowances admissible under the ordinary rules, was not intended to allow, and should not be read as allowing, the combination of privilege leave with leave during which full pay is specially admissible under the Resolutions of November 1897 and October 1900.

*Temporary or officiating officers may get combined leave.*

G. I., F. D.,  
2585-P.,  
4-5-01.  
Dy. G. I.—  
1814.

**256.** An officer holding a temporary or officiating appointment only under Articles 201, 242 (a), 336, rule 1, 339, rule 2, may combine privilege leave with other leave admissible to him under the rules, provided the condition that no additional expense is incurred in respect of the leave allowance of such an officer is fulfilled.

Ditto.

**257.** Furlough not exceeding three months combined with privilege leave for three months does not constitute an interruption of "continuous service" and "continuous active service," within the meaning of Article 22. An interval of 18 months must, however, elapse from the date of return to duty from any leave with which privilege leave of more than six weeks in duration is combined and the departure on next furlough other than furlough on medical certificate.

*When furlough begins for the purpose of Article 309, Civil Service Regulations.*

Ditto.

**258.** For the purposes of Article 309, an officer taking combined leave under the new leave rules should be considered as absent on furlough or special leave, as the case may be, from the date when the privilege leave ends, and the furlough or special leave commences.

F. & C. 329-  
P., 24-1-02.  
Dy. G. I.-  
1590.

**259.** Though Article 332 of the Civil Service Regulations does not prohibit the subsequent grant of extraordinary leave in continuation of furlough if circumstances arise which prevent an officer's return to duty at the end of the furlough, it specifically prohibits the grant of extraordinary leave in combination with furlough, and an officer cannot, therefore, before he proceeds on leave, be granted extraordinary leave combined with privilege leave and furlough.

G. I., F. D.,  
2585-P.,  
14-5-01.  
Dy. G. I.-  
314.

**260.** In the case of privilege leave combined with leave on medical certificate, half average salary is admissible for 15 months under Article 340 (a) and for two years under Article 314 exclusive in both cases of the period of privilege leave for which full pay is drawn.

G. I., F. D.,  
4520-P.,  
20-8-02.  
Copy received  
from A. G.,  
Madras,  
No. R. 5—  
8110,  
Aug. 1911.  
P. A. Bundle  
No. 82 of  
1911-12.

**261.** In the case of an officer who took privilege leave for 3 months and died on the 22nd day after the expiry thereof without applying for any additional leave, the Government of India approved of the retrospective commutation of the leave granted into "three months' privilege leave combined with three months' leave on private affairs," for which he was eligible at the commencement of his privilege leave.

*Privilege leave on half pay may be combined with long leave.*

G. I., F. D.,  
Res. 884-P.,  
24-2-02.  
Dy. G. I.-  
1707.

**262.** Officers whose privilege leave is regulated by Article 271 of the Civil Service Regulations, and who under Article 277 may combine vacation with long leave, may also combine privilege leave on half pay with long leave on the conditions stated in Article 233, Civil Service Regulations.

*Date of return within last fourteen days.*

F. & C.  
6458-P.,  
28-10-03.  
Dy. G. I.-  
1474.

**263.** The meaning of the words "[when] an officer returns from leave" in the note to Article 233, Civil Service Regulations, is "when he returns to duty." If the leave is spent partly out of India, then in accordance with the ruling in the letter from Government of India, Finance and Commerce Department, No. 5573-P., dated 30th October 1901, it is open to an officer returning to India before the expiry of his leave to spend the remainder of the period (required to make up the minimum of six months) on leave in India.

*The interval of 18 months to count from the date of return to duty.*

F. & C.  
5720-P.,  
20-10-02.  
Dy. G. I.-  
1388.

**264.** In the case of privilege leave of over six weeks' duration taken in combination with other leave, the interval of 18 months, prescribed by Articles 338 (proviso iii), 566, Leave Regulations, section 4 (c), and 583 (a) (iii) of the Civil Service Regulations, begins to run from the date of return to duty on the termination of the combined leave.

*Combined Leave to Military Officers in Military Employ.*

S. S. 156,  
18-12-03 ;

**265.** Officers granted leave under Army Order No. 64 of 1st February 1904 have the option of drawing three months' furlough pay as an

F. & C.  
1892-P.,  
23-3-04.  
Dy. G. I.-  
2589.

advance admissible under rule XX of Chapter I of Appendix I, page 204, C. S. R.—  
of Army Regulations, India, Volume I, edition 1905. This concession <sup>233.</sup>  
does not apply to officers of the Indian Army or the Indian Medical  
Service, who are under the Civil Service Regulations for purposes of  
leave, but it may be availed of by officers under the 1868 or 1875 rules,  
without their forfeiting the right on a subsequent occasion to take leave  
under those rules.

G. I., F. D.,  
681-P.,  
5-2-08.  
Dy. G. I.-  
2626.

**266.** Civil officers who obtained a commission in the Indian Army  
Reserve of officers are allowed for training purposes casual leave annually  
to an amount not exceeding fourteen days *plus* the time required to  
proceed to and return from the head-quarters of the Native Cavalry  
regiment nearest to their station. Their pay for this period is debitable  
to the department to which they belong.

G. I. Mily.  
1399-A.,  
18-6-04.  
Dy. G. I.-555.

**267.** The duration of combined leave under Army Order 64 of 1904  
is subject to no minimum limit and it may be granted for any period  
not exceeding eight months. An officer taking such leave between 15th  
February and 15th November must rejoin by the latter date, unless the  
time-limit is specially extended in any particular case under clause (vii)  
of the Army Order.

G. I., F. D.,  
4878-C. S. R.,  
9-8-11.  
Dy. G. I.-  
1850.

**268.** Article 236 of the Civil Service Regulations applies to officers C. S. R.—  
subject both to the European Service and Indian Service Leave Rules. <sup>236.</sup>

### Extension of Leave out of India.

#### *Extraordinary leave without allowance.*

G. I. Fin.  
755-P.,  
16-2-99.  
Dy. 1506.

**269.** In dealing with applications for extensions of extraordinary C. S. R.—  
leave without allowances out of India, whether under Chapter XIII or <sup>237 (a).</sup>  
XIV of the Civil Service Regulations, the procedure indicated in Article  
237 (a) should be followed. The Local Government is not competent to  
grant the extension on its own authority, but should merely intimate its  
assent to the leave being extended by the Secretary of State.

## CHAPTER XII.—SHORT LEAVE.

## Temporary and Non-Continuous Service.

*Officers of the Indian Subordinate Medical Department on plague duty.*

G. I. Fin.  
3234-P.,  
15-7-99.  
Dy. 578.

**270.** Pensioned Commissioned and Warrant Officers of the Indian Subordinate Medical Department who are employed in connection with plague operations are eligible for privilege leave under the conditions laid down in Article 242 (b), Civil Service Regulations.

*Temporary service of officials employed in district and divisional offices who are paid from the rate levied under Act X of 1892.*

G. I., F. D.,  
6451-P.,  
18-10-07.  
Dy. G. I.-  
1922.

**271.** The service of members of these establishments is to all intents and purposes permanent and continuous, it is only technically temporary in the sense that it does not qualify for pension, so they are entitled to leave with pay and should be regarded as eligible for leave under the ordinary rules and not as officers of the class to which Article 242 (a) of the Civil Service Regulations applies.

*Doctors and lady nurses engaged in England.*

S. S. 47-Rev.,  
7-3-02 ;  
F. & C.  
1929-Ex.,  
14-4-02.  
Dy. G. I.-68.  
A. G. G.,  
Quetta, 8805,  
6-8-00.  
Dy. 598.  
T. A.

**272.** Doctors and lady nurses engaged by the Secretary of State for C. S. R. - duty in India under agreements which contain no provision regarding leave may be granted privilege leave in accordance with the provisions regarding that leave in the Civil Service Regulations.

**273.** It is not usual to grant leave under the ordinary rules of the Civil Service Regulations to men employed on the establishment of the Tribal Services in Baluchistan and there are no orders of the Government of India on the subject. Munshis and mohurirs, however, on the establishment, who are generally not natives of the country, are granted leave in accordance with the general principles of the Civil Service Regulations, provided no extra expense is thereby caused to Government.

## Privilege Leave—Ordinary Rules.

## Amount earned.

*Famine or Plague leave.*

G. I. Fin.  
5047-P.,  
1-11-97.

**274.** The following concessions are allowed to officers employed on C. S. R.—duties connected with famine relief or plague, subject to the restriction specified below :—

(i) To officers who have been so employed for a period of not less than five months, either

(a) one month's extra privilege leave, or



- (b) full pay instead of half pay for the first two months of furlough or other leave for which half pay is ordinarily admissible. C. S. R.—  
246.

(ii) To officers so employed for a period of not less than ten months, either

- (a) two months' extra privilege leave, or  
(b) full pay instead of half pay for the first four months of furlough or other leave as above.

*Extra privilege leave to officers who may proceed to a Pasteur Institute for treatment.*

S. S. 149-  
Finl. 22-  
11-07; F. D.  
51-P., 7-1-  
08.  
Dy. G. I.-  
2750.

**275.** In the case of officers, in receipt of not more than Rs500 a month, proceeding to a Pasteur Institute for treatment, whose absence gives rise to the necessity for the appointment of a substitute, the period of absence up to one month should be treated as extra privilege leave.

*Officers of the North-West Frontier Militia Corps.*

G. I. Fin.  
2459-P.,  
10-6-96.  
Dy. 353.  
G. I. Fin.  
5237-P.,  
4-12-93.  
Dy. 1100.  
F. D.  
3528-I. B.,  
21-8-02.  
Dy. G. I.-861.  
F. D. 4648-  
P., 29-8-02.  
Dy. G. I.-  
886.

**276.** Officers serving with the Zhob Levy Corps, with the Imperial Service Troops, and with the Imperial Cadet Corps should be allowed privilege leave under military rules.

C. I. T. letter  
No. G. A.-  
2020,  
15-9-11, and  
For. D.  
C. C. 460-  
Est. B.,  
21-9-11,  
containing  
For. D.  
No. 4277-F.,  
7-11-04, to  
A. G. G.,  
N.-W.F.

**277.** Military officers serving with militia corps on the North-West Frontier are subject to military rules for purposes of all leave, including privilege leave. The leave referred to in India Army Order No. 64 of 1st February 1904 must be taken within the period specified in the order, save that where this period does not correspond with the leave season prescribed for any particular corps, the order may be read as permitting the leave to be taken within the leave season of the corps in question. The orders contained above apply to officers of the regular army serving with Levy Corps in Baluchistan.

S. S. 156-  
Mily., 18-  
12-03.  
Dy. G. I.-  
2589.

**278.** Ninety days' privilege leave *in the year* should be granted to all officers serving in the Military Districts of Derajat, Assam, Burma, and also in Zhob and Gilgit.

*Privilege leave to officers in inferior Service.*

G. I., F. D., 1041-P., 20-2-08. Dy. G. I.-3243. **279.** An officer in inferior service may be granted a month's privilege leave on full pay every year, if no substitute is employed in his place. C. S. R.—246.

*Privilege leave in respect of joining time.*

G. I., F. D., 361-C. S. R., 21-1-11. Dy. G. I.-3635. **280.** When an officer, about to proceed on privilege leave or while on privilege leave, receives orders transferring him from his station, the privilege leave precedes his joining time and, under the operation of Article 246, Civil Service Regulations, he does not earn any additional privilege leave in respect of the joining time until its period has been completed and he has actually joined his new appointment.

**Qualifying Service.***Military Assistant Surgeons.*

G. I. Fin. 1010-P., 4-3-95. Dy. 1723. **281.** Military Assistant Surgeons in civil employ come under the Civil Service Regulations in regard to privilege leave, and count service towards privilege leave in accordance with Article 250 (b) of those Regulations. C. S. R.—250.

*Calendar or official year.*

F. & C. 5443-P., 7-9-03. Dy. G. I.-1111. **282.** A military officer who has taken in any *official year* the whole or a portion of the privilege leave admissible to him for the official (and not the calendar) year under military rules, does not begin to count service for privilege leave in the Civil Department until the first day of the following *official year*.

*Uninterrupted duty as regards Military Service.*

F. & C. 4618-P., 20-7-04. Dy. G. I.-783. **283.** The term "uninterrupted duty" in Article 250 (b) of the Civil Service Regulations should, even as regards duty in the Military Department, be read in the sense in which it is used in the Civil Department.

**Limit.***Leave not wholly earned in Burma.*

G. I. Fin. 3678-P., 31-7-95. Dy. 680. **284.** The Government of India have decided that an officer who takes privilege leave while stationed in Burma is entitled to the concession of Article 251, whether his leave was wholly earned in Burma or not. C. S. R.—251.

*Privilege Leave to European Officers lent to the Siamese Government.*

S. S. para. 5 of despatch **285.** European officers lent to the Siamese Government may accumulate privilege leave up to a maximum of three months and fifteen days late. C. S. R.—251, exception.

73-Finl.,  
29-8-09,  
received with  
F. D. 3214-  
P., 24-6-  
09. Dy. G. I.-  
875. Bundle  
No. F. S.-  
61.

or overstay such leave by fifteen days when they take privilege leave by C. S. R.—  
itself and spend it out of Burma or India. 251, excep-  
tion.

*When combined with other leave.*

F. & C. 36-  
P., 27-2-  
03. Dy. G. I.-  
1816,  
received  
with F. & C.  
endt. 1229-A.  
of same date.

**286.** Privilege leave up to a maximum period of three months only C. S. R.—  
can be combined with furlough or other leave under Article 233, Civil 233 and 251.  
Service Regulations, and therefore an officer cannot combine any period  
in excess of that limit which he may have accumulated under Article  
251, Civil Service Regulations.

### Interruptions of Duty.

*Hospital leave not an interruption of duty.*

G. I. Fin.  
3692-P.,  
19-8-97.  
Dy. 683.

**287.** Hospital leave granted under Article 288 is not an interruption C. S. R.—  
within the meaning of Article 252, though the authority granting the 252.  
leave may, in the case of the class of officers to whom hospital leave  
applies, take it into consideration in deciding whether privilege leave  
when applied for should be granted or not.

*Duty not interrupted by the grant of joining time.*

G. I. Fin.  
4366,  
21-10-91.

**288.** Duty is not interrupted within the meaning of Articles 246 C. S. R.—  
and 260 by the grant of any joining time admissible under the rules. 253 and 259.

G. I. Fin.  
5413-P.,  
4-9-03.  
Dy. G. I.-  
1095.

**289.** The orders contained in the preceding paragraph apply equally  
to Article 287 of the Civil Service Regulations, and hospital leave grant-  
ed under that article does not cause an interruption of duty within the  
meaning of Article 252 of the Regulations.

### Condition of Grant.

*A period of six months is required after return from extra privilege  
leave.*

G. I.,  
P. W. D.,  
6-E., 4-1-09;  
G. I., F. D.,  
endt. 343-P.,  
18-1-09.  
Dy. G. I.-  
2591.

**290.** (a) The condition prescribed by Article 260, Civil Service C. S. R.—  
Regulations, that a period of six months should intervene between two 260.  
periods of privilege leave, applies to the case of extra privilege leave  
granted to an officer for attendance as a patient at a Pasteur Institute so  
far that six months must intervene before ordinary privilege leave can  
be granted after the extra privilege leave, but it is of course not intend-  
ed that six months should have elapsed since last return from ordinary  
privilege leave to make an officer eligible for the extra privilege leave.

(b) The extra privilege leave granted as above should not be deducted  
from privilege leave earned by an officer under the ordinary rules.

*Privilege leave—when admissible—on return from “extra privilege leave.”*

G. I., H. D., 101, 27-1-09; F. D. 3930-P., 5-8-09. Dy. G. I. 1302. **291.** “Extra privilege leave” is subject to all the restrictions which govern ordinary privilege leave, except that it may be granted in addition to the amount of privilege leave which an officer has earned and privilege leave is not admissible until after the expiry of six months from the date of an officer’s return to duty from extra privilege leave. C. S. R.—260.

### Leave Allowances.

*Temporary doctors and lady nurses exempted from the operations of this article.*

F. & C. 7116-P., 23-11-03; S. S. Des. 154-Rev., 8-10-03. **292.** Doctors and lady nurses engaged in England under agreement for special duty for brief periods are exempted from the provisions of the Civil Service Regulations which require an officer’s return to duty on the expiry of privilege leave. C. S. R.—264 and 826.

### Settlement Officers.

S. S. Des. 17-Rev., 30-1-03; F. D. 1084-P., 26-2-03. Dy. G. I. 2250. **293.** Settlement Officers and Assistant Settlement Officers on taking privilege leave combined with furlough, for a period exceeding six months in all, are permitted to revert to their substantive appointments at the end instead of at the beginning of their privilege leave and to draw during such privilege leave the full allowances to which they would be entitled if granted privilege leave only.

### Local Allowances how affected.

*When the locum tenens is entitled to a lower rate of local allowances.*

G. I., F. D., 3900-P., 16-9-96. Dy. G. I. 843. **294.** If an officer in receipt of a higher rate of local allowance proceeds on privilege leave and another officer entitled to a lower rate of local allowance is appointed to act for him it should be held that the latter officer draws the whole of the local allowance available and that there is none left for the officer on leave. C. S. R.—267.

### Allowances under the Calcutta house allowance scheme.

F. D. 4077-Ex., 29-6-07. Dy. G. I. 1029. **295.** The allowances under the Calcutta housing scheme cannot be drawn during leave of any kind; Article 267 of the Civil Service Regulations and the notes attached to it are therefore inapplicable to allowances drawn under this scheme.

### Privilege Leave in Cases of Regular Vacations.

*Transfer from a Vacation to a Non-Vacation Department.*

G. I. Fin. 8581-P., 18-8-93. Dy. 634. **296.** An officer transferred from a Vacation Department to a Non-Vacation Department may count the period of his service in the latter Department from the date on which the last vacation ended as service. C. S. R.—271.



for privilege leave inasmuch as the previous presumption that he would C. S. R.—avail himself of the vacation when the time came is negatived by his 271. transfer to a Non-Vacation Department.

NOTE.—No judicial officers in the Baluchistan and Rajputana Agencies are allowed court vacations, within the meaning of Section III of Chapter XII of the Civil Service Regulations (*vide* letter No. 4104, dated 11th September 1905, from the 2nd Assistant to the Agent to the Governor General in Baluchistan, Dy. G. A.-1130, and letter No. 912—65-11, dated 26th August 1905, from the 1st Assistant to the Agent to the Governor General in Rajputana, Dy. G. A.-1028).

G. I., F. D., 297. An officer transferred temporarily from a Vacation to a Non-Vacation Department is entitled, on retransfer, to count his service in the Non-Vacation Department for privilege leave under the ordinary rules with effect from the date of his transfer to that Department and not from the date of termination of the last preceding vacation. (Burma.)  
782,  
21-2-91.

*Right to full pay privilege leave is not forfeited by the enjoyment of a subsequent vacation.*

G. I., F. D., 298. The right to privilege leave on full pay earned by being detained on duty during vacation is not forfeited by the officer enjoying a subsequent vacation. (Bengal.)  
2619,  
19-8-86.

*Any of the vacations may be taken into account.*

G. I. Fin. 299. In determining the amount of privilege leave on which full pay C. S. R.—may be drawn by an officer under Articles 272 and 274, any of the 272. vacations not enjoyed by the officer during his uninterrupted service should be taken into account. There is nothing in the rules which makes it necessary to take into account only the 33 months immediately preceding the date from which a Vacation Department officer applies for leave.  
2262-P.,  
22-5-97.  
Dy. 279.

G. I., F. D., 300. In the case of privilege leave to officers who enjoy regular vacations it is not correct to apply Article 274 to cases which Article 272 is intended to cover. The two articles must not be read together.  
6993-P.,  
26-12-05.  
Dy. G. I.-  
2330.

*Time actually spent in travelling, and not the time admissible, is to be taken into account.*

G. I. Fin. 301. The calculation under which the amount of privilege leave on C. S. R.—full pay is determined should be based on that part of the vacation which 274. an officer is precluded from enjoying by reason of his transfer; and in making the calculation, the time actually spent in travelling from one station to the other, and not the full joining time admissible under the rules, should be added to the period by which the vacation actually enjoyed falls short of the full period of the vacation.  
3130-P.,  
22-7-97.  
Dy. 569.

*Vacation allowance in England.*

G. I., F. D., 302. An officer may draw his vacation allowances in England when C. S. R.—vacation is taken in combination with leave other than privilege leave but 277. not when it is taken with privilege leave under the provisions of Article 278 (b), Civil Service Regulations.  
3592-P.,  
8-6-07.  
Dy. G. I.-803.

*Exception to Article 277.*

G. I., F. & C., 3865-P., 21-6-04.  
Dy. G. I.-3990.

**303.** In the case of officers to whom privilege leave under the ordinary C. S. R.—rules is not admissible, vacation cannot be combined with long leave 277. unless the conditions of Article 233 are fulfilled. But it has been ruled that if an officer, while absent on vacation, is compelled (by illness or other cause accepted by the Local Government or the authority empowered to grant the leave) to apply for leave in continuation, the vacation and leave may be combined without reference to the minimum limit of duration laid down in clause (IV) of Article 233, Civil Service Regulations.

*Travelling allowance is not extra expenditure mentioned in Article 278 (b), Civil Service Regulations.*

G. I., F. D., 2460-P., 2-5-08.  
Dy. G. I.-321.

**304.** The extra expenditure provided against in Article 278 (b) of C. S. R.—the Civil Service Regulations does not include the travelling allowances 278 (b). admissible to an officer who is appointed to the additional charge of a District and Sessions Court, the regular incumbent of which is absent during vacation.

G. I., H. D., 265-Examns., 10-8-10,  
received with G. I., F. D., endt. 4907-  
C. S. R., 20-9-10.  
Dy. G. I.-2283.

**305.** Article 279, Civil Service Regulations, applies to all optional C. S. R.—language examinations not specially provided for in Section IV, Chapter 279. XII of the Regulations.

Dept. of Rev. and Agri. 134-28-2,  
23-5-11.  
G. I., F. D., 3558-C. S. R., 13-6-11.  
Dy. G. I.-1110.

**306.** The menials in survey parties who are retained for duty at C. S. R.—recess quarters on account of the exigencies of the service may be treated 296. in the same way as Lower Subordinates of the Survey of India Department under Article 296, Civil Service Regulations, and permitted to take the month's privilege leave to which they are entitled.

## CHAPTER XIII.—LONG LEAVE—EUROPEAN SERVICES.

### Extent of Application.

*Deputy Administrator General and Official Trustee of Bengal.*

S. S. 23-Pub., 28-2-02, copy received with A. G., Bengal, G. A.-2012, 1-12-10. Dy. Acctt.-5657. **307.** The office of Deputy Administrator General and Official Trustee C. S. R.—should be placed under the European Service Leave Rules (Chapter XIII 297. of the Civil Service Regulations).

### Furlough.

#### General Limitation.

G. I., F. D., 3351-C. S. R., 5-6-11. Dy. G. I.-1019. **308.** The expression “leave with pay out of India” used in Article C. S. R.—303 (ii) of the Civil Service Regulations does not include time spent on temporary half pay under military rules. The time so spent is not to be treated as leave for the purposes of Articles 299 and 300, Civil Service Regulations. 299, 300 and 303 (ii).

*A Military Officer does not take into the Civil Department furlough to his debit.*

G. I. Fin. 1911-A., 18-6-95. Dy. 477. **309.** There is no rule under which a military officer becoming subject to Civil Leave Rules takes with him into the Civil Department furlough to his debit.

*Transfer from the Indian to the European Services Rules.*

S. S. 70-Finl., 11-6-09; F. D. 4812-P., 24-9-09. Dy. G. I.-1706. **310.** Applications from individual officers for transfer from the C. S. R.—Indian Services Rules to the European Services Rules shall be dealt 307. with by the Government of India without previous reference to the Secretary of State. The privilege will be granted only in cases where strong reasons exist. Each case will be reported by the Government of India to the Secretary of State with a statement of the reasons.

### Furlough Admissible.

*Leave on medical certificate interrupts continuous service.*

G. I. Fin. 4388-P., 15-10-96. Dy. 970. **311.** In the case of an officer transferred from the Indian to the C. S. R.—European Service Leave Rules, leave on medical certificate under the 308. Indian Service Leave Rules should be treated as an interruption of continuous service for the purpose of Article 308.

*Eighteen months how reckoned.*

G. I. Fin.  
3249-Ex.,  
5-6-03.  
Dy. G. I.-  
511.  
F. & C.  
6294-P.,  
6-10-04.  
Dy. G. I.-  
1313.  
C. I. T.'s  
decision,  
10-6-09.  
(Case of  
Mr. W. S.  
Meyer, for  
1909-10.)

**312.** The interval of 18 months required under Article 308 (b) (iii) C. S. R.—  
of the Civil Service Regulations between the date of return from the last 308 (b).  
combined leave and that of again proceeding on furlough should (1) com-  
mence from the date of the officer's actual return to duty on the termina-  
tion of the combined leave, *i.e.*, in the case of leave taken out of India,  
the date of expiry and not commencement of the subsidiary leave; and  
(2) terminate on the commencement of the privilege leave portion of the  
combined leave and not on the commencement of the furlough portion of  
such leave. From the date the interval begins to run, it is immaterial  
how the officer is employed or whether he is on leave. The interval  
therefore includes periods of leave or deputation out of India.

*Furlough under European Service Leave Rules.*

G. I., F. &  
C., 602-P.,  
30-7-03.  
Dy. G. I.-  
869.

**313.** European Service Leave Rules in Chapter XIII of the Civil C. S. R.—  
Service Regulations make no distinction between furlough on medical 309.  
certificate and furlough without medical certificate. Both are called  
“furlough” and the existence or non-existence of a medical certificate  
merely determines when and for how long the “furlough” can be  
given. Accordingly the expression “first furlough” in clause (iv) (1)  
and (2) of Article 308 (b), Civil Service Regulations, should be read as  
meaning the first furlough with or without medical certificate. In the  
case of a military officer who before becoming subject to the Civil Leave  
Rules has had furlough or leave on medical certificate under Military  
Leave Rules, the grant of furlough without medical certificate should be  
regulated by clause (iv) (2) of Article 308 (b). The term “furlough”  
in Articles 300, 302, 304, etc., should be read as including furlough on  
medical certificate, and it should be deducted not only from furlough  
earned under Article 302, Civil Service Regulations, in accordance with  
the definition of “active service” in Articles 9 and 10, but also from  
“furlough due” in accordance with clause (a) of Article 304, Civil  
Service Regulations.

*Application of Article 309 in connection with the new leave rules.*

G. I. Fin.  
4324-P.,  
15-8-01.  
Dy. 781.

**314.** The Audit Officer should report the facts as far as he knows  
them, at the time an officer applies for furlough or special leave, any  
excesses that may afterwards occur being condoned.

*Interpretation to the phrase “on very urgent private affairs” as used in Article 309.*

G. I. F. D.,  
3107-P.,  
24-6-09.  
Dy. G. I.-  
869.

**315.** The phrase “on very urgent private affairs” used in Article  
309 of the Civil Service Regulations applies to both furlough and  
special leave, and not to the latter only.



### Leave Allowances.

*Salary of special temporary appointment excluded from calculating half average salary.*

F. & C.  
936-P.,  
19-2-01.  
Dy. G. I.-  
1816.

**316.** The average salary of a special temporary appointment is not C. S. R.—to be taken into account in calculating half average salary under 314 and 316. Articles 314 and 316 of the Civil Service Regulations.

*Minimum rate of absentee allowance.*

G. I., F. D.,  
3706-P.,  
4-7-06.  
Dy. G. I.-  
916.

**317.** When a military officer in civil employ proceeds on furlough C. S. R.—earned partly under the military rules and partly under the civil rules, 308 (a) and he is entitled—314 (b).

- (1) to the military minimum rate of absentee allowance during such portion of the furlough as has been earned under military rules; and
- (2) to the civil minimum rate during the period earned under civil rules and for any period in excess of the amount earned by service under both military and civil rules combined. The word “unconditionally” in Article 308 (a), Civil Service Regulations, has no bearing whatever on absentee allowances which are regulated by Article 314 (b), the provisions of which make no distinction between furlough on medical certificate and furlough without such a certificate.

G. I., F. D.,  
4930-P.,  
31-8-06.  
Dy. G. I.-  
1397.

**318.** A military officer in civil employ, who has to his credit furlough C. S. R.—308 earned partly under civil and partly under military rules, may take the and 314 (b). leave which he has earned as he pleases, that is, he may avail himself of either the military furlough or civil furlough at his credit, or partly one and partly the other.

*Ineligibility of military officers under Civil Leave Rules for anticipated civil furlough under medical certificate when they have military furlough to their credit.*

S. S. No. 9-  
Finl. (Leave),  
9-9-10;  
F. D. 5695-  
C. S. R.,  
29-10-10.  
Dy. G. I.-  
2766.

**319.** A military officer, subject to Civil Leave Rules, must take all leave that he has earned, whether in military or civil employ, before anticipating leave under the Civil Service Regulations carrying in all probability a higher minimum rate of allowance.

*Rate of absentee allowance admissible during study leave to Indian Medical Service officers and the period for, and terms on, which such leave may be extended and commuted.*

G. I., F. D.,  
6010-P.,  
2-11-05.  
Dy. G. I.-  
1865,  
7-11-05.

**320.** (1) An officer of the Indian Medical Service in civil employ who is on study leave should receive furlough pay at the civil rate for a portion thereof equal to one-twelfth of his service under civil rules and at the military rate for the remainder, apart from the lodging allowance admissible during his study leave.

(2) If an officer is granted privilege leave combined with study leave C. S. R.—the latter may be extended for the further period of study leave admissible under rule. Furlough on medical certificate may also be allowed in continuation of study leave though the latter cannot be commuted to furlough on medical certificate. Special leave is admissible in continuation of study leave, but when three months' privilege leave combined with study leave is followed by special leave, the duration of the special leave should not, with reference to the provisions of Article 233 (ii), Civil Service Regulations, exceed three months. (For Regulations regarding the grant of study leave to officers of the Indian Medical Service see Appendix D.)

*Indian Medical Service officers on plague duty.*

S. S. Des.  
59-Mily.,  
14-5-09,  
received on  
30-5-09;  
G. I., F. D.,  
3335-P.,  
2-7-07.  
Dy. G. I.-  
941, 5-7-09.  
Also H. D.  
endt. 684,  
22-6-09.  
Dy. G. I.-  
847, 26-6-09.

**321.** In accordance with the Secretary of State's telegram, dated 23rd December 1901, the period of plague duty reckons as service for pension in the case of Doctors who were appointed from plague service to the Indian Medical Service. In such cases therefore the period of plague duty should be taken into consideration in calculating the service for pension and the rate of leave pay depending thereon.

*Non-continuous service Royal Engineer Officers.*

**322.** The leave rules of the non-continuous service Royal Engineer Officers are given in Appendix A.

*Subsistence allowance for the third year of an officer's furlough.*

G. I., F. D.,  
2020-P.,  
3-5-95.

**323.** In the event of an officer obtaining three years' continuous furlough he will be entitled to draw, for the third year of his leave, a subsistence allowance calculated under the provisions of Article 315 (1), Civil Service Regulations, even though it may exceed his ordinary furlough allowance. (Bengal.)

**Subsidiary Leave.**

G. I. Fin.  
714-P.,  
8-2-01.

**324.** For the purpose of subsidiary leave, leave to Ceylon should be treated as leave out of India. C. S. R.—321 and 322.

Dy. 1729.  
G. I. Fin.

*Subsidiary leave is admissible only at the end of the combined leave.*

3979-P.,  
12-7-05.

Dy. G. I.-888.

**325.** Subsidiary leave is admissible to an officer at the end of his combined leave if he lands in India not more than 14 days before the end of the minimum period of six months' leave. C. S. R.—322.

**Subsidiary Leave Allowances.**

G. I. Fin.  
427-P.,  
31-1-94.  
Dy. 1869.

**326.** Allowances equal to full salary during subsidiary leave cannot be granted to a District Judge proceeding on such leave between two vacations in consideration of service rendered since the last vacation. C. S. R.—330.

## CHAPTER XIV.—LONG LEAVE—INDIAN SERVICES.

## Extent of Application.

*Leave of Police Constables.*

G. I., F. D., 428-P., 27-1-06. Dy. G. I.-2560, 3-1-06. G. I. Fin. 550-P., 4-2-98. Dy. 1443. **327.** Police constables of all classes should be treated as in superior C. S. R.—334. service for the purposes of leave.

G. I., F. D., 428-P., 27-1-06. Dy. G. I.-2560, 3-1-06. G. I. Fin. 550-P., 4-2-98. Dy. 1443. **328.** Rule 2 under Article 335 may be applied in case of privilege C. S. R.—335. leave taken by officers whose pay is less than ₹100.

*Leave allowance of a permanent Government Officer holding a temporary appointment.*

G. I., F. D., 614-P., 5-2-07. Dy. G. I.-2837. **329.** When a temporary appointment is created for a particular piece of work, the intention is that the officer who may be appointed to fill it shall not take leave during the duration of the work, and if for any reason he is compelled or allowed to do so, he ought not to get higher leave allowances as a consequence of the higher pay temporarily granted to him. It would not, however, be equitable to apply this principle in cases where the work is protracted, and when the duration of the temporary appointment is consequently prolonged. In such cases the leave allowances of the absentee and the savings referred to in Article 335 should be based on the pay attached to the temporary appointment and on the arrangements made for filling it during the absence of the substantive incumbent. Both leave allowances of the officer who proceeds on long leave while holding a temporary appointment and savings with respect to the arrangements should be calculated with reference to the temporary appointment if the temporary appointment was originally created or has already lasted for more than six months.

## Leave on Medical Certificate.

G. I., F. D., 2545, 26-5-89. **330.** Leave on medical certificate granted under Note 1, Article 336 C. S. R.—336. of the Civil Service Regulations, to an uncovenanted officer who has a temporary or officiating appointment only should not be deducted from the total amount of three years admissible under that article to the officer concerned, if he eventually receives a substantive appointment. (Allahabad.)

*Interruption of Service for Furlough.*

Fin. 4613-F., 5-8-03. Dy. G. I.-809. **331.** A short period of furlough not exceeding three months taken C. S. R.—338. by a Government official in order to visit England as a member of Volunteer Contingent at His Majesty's Coronation shall not be held to interrupt service for furlough under the Indian Service Leave Rules,

**Leave without Allowances.**

F. & C.  
5471-P.,  
17-10-02.  
Dy. G. I.-  
1181.

**332.** The power conferred by rule 1 under Article 339, Civil Service C. S. R.— Regulations, may be exercised with retrospective effect in cases in which <sup>339.</sup> furlough or leave on private affairs for not more than two months instead of extraordinary leave was taken before the concession granted in 1901 was sanctioned, and the officer who granted the leave may be authorized to convert the furlough or leave on private affairs, as the case may be, into extraordinary leave.

**Leave Allowances.**

*“ Pay ” to be taken in the case of a sub. pro tem. officer.*

G. I., F. &  
C., 4550-P.,  
29-7-03.  
Dy. G. I.-  
866.

**333.** The substantive *pro tempore* pay of an officer having no sub- C. S. R.—stantive appointment or the substantive pay proper of an officer having <sup>340 (c).</sup> a substantive *pro tempore* appointment, when he proceeds on leave, should be regarded as “ pay ” within the meaning of Article 340 (c) of the Civil Service Regulations.

*Reduction to a lower appointment during the currency of privilege leave.*

G. I. Fin.  
3827-P.,  
30-6-03.  
Dy. 676.

**334.** With reference to Article 340 (c) of the Civil Service Regulations the furlough allowances of an officer should not be reduced when his pay is reduced during the currency of privilege leave combined with furlough.

*Minimum rate admissible when privilege leave is commuted to leave on medical certificate.*

G. I. Fin.  
3700-P.,  
30-1-93.  
Dy. 680.

**335.** The minimum rate of absentee allowances prescribed for sick C. S. R.—leave is admissible in the case of an officer on privilege leave who proceeds <sup>342.</sup> out of India and whose leave is subsequently commuted to leave on medical certificate.

*Minimum rate admissible for the whole period of two years of furlough.*

G. I. Fin.  
3777-P.,  
2-9-93.  
Dy. 690.

**336.** An officer who has been granted furlough for two years under Article 338, on the ground of ill-health, is entitled to half average pay during the whole period of his furlough under Article 340 (b) and the minimum rate of allowances is also admissible to him for the whole period of his furlough.

*Minimum rate admissible if furlough is commuted to medical leave out of India.*

G. I. Fin.  
4538-P.,  
27-10-93.  
Dy. 959.

**337.** The minimum rate of absentee allowances is to be applied in all cases of leave granted on a medical certificate out of India, and an officer whose furlough under Article 338 has been commuted to leave on medical certificate out of India is entitled to the minimum rate of absentee allowance,



*Minimum rate applicable also to special departments and special officers.*

G. I. Fin.  
4780-P.,  
6-11-93.  
Dy. 992.

**338.** The minimum rate is applicable also to the special departments C. S. R.—and special officers who are subject to the leave rules in Part V of the 342. Civil Service Regulations.

*An acting gazetted officer is entitled to half average salary.*

G. I. Fin.  
691,  
9-2-88.

**339.** The leave allowance of an officer who acts in a gazetted appointment, but whose permanent appointment is not gazetted, should be calculated on his average salary as an officiating gazetted officer notwithstanding that under Article 211 (a) he does not retain a lien on his officiating appointment.

*Minimum rate admissible for the whole period of leave on private affairs.*

G. I. Fin.  
3595-P.,  
21-6-02.  
Dy. G. I.-  
526.

**340.** The minimum rate of absentee allowance prescribed in Article 342 is admissible for the whole period of leave on private affairs out of India combined with privilege leave in the event of the combined leave being extended on medical certificate, and not for the period of extension only.

*Concession of minimum rate not admissible to one who takes sick leave in continuation.*

G. I. Fin.  
4923-P.,  
26-10-99.  
Dy. 1056.

**341.** The concession of a minimum rate of absentee allowance under Articles 320 and 342 is intended for officers, the state of whose health compels them to be absent from India and not for an officer who after a period of leave without medical certificate out of India is compelled to take a short period of sick leave in India.

*Minimum rate how applied when pay of officer is less than ₹100.*

G. I. Fin.  
3005-P.,  
11-7-97.  
Dy. 494.

**342.** An officer, whose pay is less than ₹100 a month, proceeding on sick leave out of India, is not entitled to the minimum rates of the leave allowance as laid down in Article 342, if the grant of the minimum allowance would mean that the officer's leave allowance, together with the cost of providing for the discharge of his duties, would amount to more than the pay of the appointment.

The intention of the rules in regard to the grant of leave to such an officer, when a substitute *not holding a substantive appointment* is appointed in his place, is that the head of the office should fix the allowance to be paid to the substitute, and that the officer on leave should then get what may be admissible under the ordinary rules, but limited to the difference between the pay of the appointment and the amount granted to the substitute.

**Subsidiary Leave.**

*Subsidiary leave not admissible on return from extraordinary leave in continuation of medical leave.*

G. I. F. D., 21-P., 5-1-03. **343.** Subsidiary leave is not admissible on return from extraordinary C. S. R.—leave without allowances granted in continuation of leave on medical 346. certificate. (Madras.)

*Limitations of Articles 341 and 342 apply to half and quarter average salary.*

G. I. Fin. 18-P., 19-2-96. Dy. 1602. **344.** Half and quarter average salary referred to in Article 348 are C. S. R.—subject to the limitations prescribed in Articles 341 and 342, Civil 348. Service Regulations.

## PART IV.—ORDINARY PENSIONS.

## CHAPTER XV.—GENERAL RULES.

## SECTION I.—EXTENT OF APPLICATION.

Coorg 361,  
19-2-03.  
Dy. 980-Pn.  
4th Edition.

**345.** The service of Mali of the Virajpett Traveller's Bungalow does C. S. R.—not qualify for pension under Article 350 (1), Civil Service Regulations, 350 (1).

*Khansamas of Dāk Bungalows in Central India.*

G. I., F. D.,  
4099,  
30-7-87.  
Dy. G. I.-  
533.

**346.** The Khansamas of Dāk Bungalows in Central India, who were in service before 9th September 1885, are exempted from the operation of the general rule in Article 350 (1), Civil Service Regulations, which declares that service in Dāk Bungalows does not qualify.

*Dāk and Inspection Bungalow at Agra.*

G. I., F. D.,  
2604,  
16-5-87.  
Dy. G. I.-  
191.

**347.** The service of the establishment of the Dāk and Inspection Bungalow (*viz.*, 1 Khansama at ₹7 per mensem and 1 Sweeper at ₹3 per mensem) at Agra is not pensionable.

*Service of two Patwaris in Port Blair.*

G. I., F. D.,  
5123-P.,  
15-8-07.  
Dy. G. I.-  
1421.

**348.** The services under Government of Patwaris Gurudas and Har C. S. R.—Lal Singh attached respectively to the Eastern and Western districts, 350 (2). Port Blair, prior to the date of the orders contained in Government of India, Home Department, letter No. 572, dated 5th July 1906, should be treated as permanent and pensionable.

G. I., For. D.,  
4006-I. A.,  
25-9-06,  
conveyed  
in F. D.  
5498-A.,  
28-9-06.  
Dy. G. I.-  
1589.

**349.** The services of Patwaris in the Local Funds of Ajmer-Merwara should not be treated as pensionable merely because their pay has become a charge on general revenues.

## SECTION II.—CASES IN WHICH CLAIMS ARE INADMISSIBLE.

**Misconduct or Inefficiency.***Audit officer's report required in the grant of Compassionate Allowance.*

R. & A.  
Dept. F.-119-  
2, 11-4-08.  
Dy. G. I.-  
501,  
26-5-08.  
C. I. T.'s  
order.

**350.** The report of the audit officer is required in all cases of the C. S. R.—grant of compassionate allowances under the Secretary of State's order 353. No. 101-Finl., dated 19th July 1907 (Dy. No. G. I.-1560, dated 2nd September 1907), and the sanction of such pensions would require the confirmation of the Finance Department.

**Military Service.**

G. I. Fin.  
5810-P.,  
31-10-99.  
Dy. 1084.

**351.** Native soldiers who, after obtaining the certificate of the C. S. R.—surveying class at Roorkee, join the Survey Department temporarily <sup>356.</sup> and are subsequently appointed to that Department permanently, without break of service, and who are discharged from the Army while so employed, should be allowed to count their service for civil pension from the date of the Roorkee certificate.

For. Dept.  
3880-F.,  
16-11-05,  
conveyed in  
F. D. 6445,  
21-11-05.  
Dy. G. I.-  
1986,  
22-11-05.

**352.** Subadar-Majors and Jemadar-Adjutants of any of the frontier militia corps may be allowed to reckon their militia service towards pension and they may be regarded as eligible, on retirement, to the rates of pension admissible to native officers, as laid down in Army Regulations, India, Volume I, Part II.

This rule applies to the Zhob and Mekran Levies and to Ressaldar-Majors equally with Subadar-Majors.

*Service in Army Reserve.*

G. I., F. D.,  
6838-P.,  
28-10-94.  
Dy. G. I.-  
1495.

**353.** Service in the Army Reserve is not pensionable under military rules except when the non-commissioned officer or soldier concerned is recalled to the colours before taking his final discharge.

*Temporary and officiating service of a soldier-clerk.*

L. S. Pn.-  
903,  
2-3-07; and  
U. O. No.  
326,  
4-11-08.

**354.** A soldier-clerk can under Note 1 to Article 356 (3), Civil Service Regulations, get the benefit of counting permanent service in the Military Office but his temporary service will not count under Article 376, Civil Service Regulations, nor his officiating service unless the conditions of Article 371, Civil Service Regulations, are fulfilled.

*North-Western Frontier Militia.*

Secy. of  
State's  
Des.,  
103-Mily.,  
15-9-05,  
conveyed in  
G. I., F. D.,  
6014-P.,  
27-10-05.  
Dy. G. I.-  
1776.

**355.** Certain non-commissioned officers and men who have been permanently transferred from the Regular Army to the North-Western Frontier Militia are eligible for the pensions they would have earned had they remained in the Regular Army.

*Clerks of the Zhob Levy Corps.*

F. A. A.  
G. G. 1527,  
22-3-04.  
Dy. T. A.-  
2073.

**356.** The post of the three clerks of the Zhob Levy Corps is made pensionable from the date on which the expenditure connected with the corps was provincialized, viz., 1st April 1897.

*Zhob, Mekran, and Chagai Levies.*

G. I., For. D.,  
4159-F.,  
13-12-05;  
F. D.  
6991-P.,  
19-12-05.  
Dy. G. I.-  
2274.

**357.** The clerical and office menial establishments of the Zhob, Mekran, and Chagai Levies should be regarded as exempt from the ruling under which Levy service generally is non-pensionable.



*Salutris attached to the Zhob, Mekran, and Chagai Levy Corps.*

G. I., For. D., 238-F., 23-1-08; F. D. 850-P., 12-2-08. Dy. G. I.-3119.

**358.** The services of all salutris serving in the three corps should be made pensionable. The pension will be on the scale for non-commis- sioned officers of local corps prescribed in Article 1044, Army Regulations, India, Volume I (Provisional Issue, 1905), viz., a retiring pension of Rs 6 per mensem after 21 years' service, or invalid gratuities (under Article 1045) of 3 months' pay after 7 years' service or 6 months' pay after 15 years' service. This concession is granted with effect from the date of this letter, and on the understanding that past service is not to be treated as qualifying for either pension or gratuity.

*Zhob and Mekran Levy Corps.*

Secy. of State's 103-Mily., 21-6-07, conveyed in G. I., F. D., 4405-P., 13-7-07. Dy. G. I.-1140.

**359.** Certain men of the Zhob and Mekran Levy Corps (a list of which is given in Dy. No. Pn.-418, dated 20th September 1907) should be permitted to reckon their combined military and Levy Corps service towards pension under military rules.

*Wardi Majors of the Zhob and Mekran Levies.*

G. I., For. D., 2442-F., 20-8-07, conveyed in 2nd Asst. A. G. G.'s 3558, 3-9-07. Dy. G. A.-1244.

**360.** The ruling contained in Foreign Department letter No. 3880-F., dated 16th November 1905, has been extended to the Wardi Majors of the Zhob and Mekran Levies who are permanently transferred from the Regular Army to count their combined Army and Militia service towards pension.

*Hospital Assistants of Zhob Levy Corps and other Frontier Corps.*

G. I., For. D., 1507-E. A., 23-7-02. Dy. T. A.-788.

**361.** The post of the present Hospital Assistant was non-pensionable in accordance with the general conditions of service in the Zhob Levy Corps. Hospital Assistants attached to other Frontier Corps are not debarred from pension privileges and if a Military Hospital Assistant is now attached to the Zhob Levy Corps, his service will be treated as pensionable under the ordinary rules.

*Imperial Cadet Corps.*

G. I., For. D., 3570-I. B., 23-8-02, conveyed in F. D. 4859-Ex., 11-9-02. Dy. G. I.-977.

**362.** The service of the Commandant's clerk, Imperial Cadet Corps, should be treated as permanent and pensionable.

*Schoolmasters in Indian Regiments and in Meywar and Malwa Bhil Corps.*

G. I., F. D., 3634-P., 3-8-09; F. D. 4015-P., 9-8-09. Dy. G. I.-1323. **363.** The decision contained in Finance Department (Military C. S. R.—Finance) No. 497-P., dated 17th March 1909, viz., that civilian school-<sup>356.</sup>masters of Indian units whose pay is met from Army Estimates should be pensioned under the rules in the Civil Service Regulations irrespective of the dates of their entertainment, is also applicable to civilian schoolmasters of the Meywar and Malwa Bhil Corps, which were converted into Military Police Battalions with effect from 1st April and 1st June 1908, respectively, and whose pay is not met from Civil Estimates.

*Writers of certain Inspecting Officers of Imperial Service Troops.*

G. I., F. D., 3634-P., 31-7-95. Dy. G. I.-662. **364.** The appointments of writers on R30 a month sanctioned for the following Inspecting Officers of Imperial Service Troops are pensionable. This concession will not apply to those who have quitted their appointments:—

Inspecting Officer, Punjab and Kashmir States Imperial Service Cavalry.

Inspecting Officer, Punjab and Kashmir States Imperial Service Infantry.

Inspecting Officer, Rajputana and North-West Provinces States Cavalry and Transport.

Inspecting Officer, Rajputana States Imperial Service Infantry.

Inspecting Officer, Central India States Imperial Service Cavalry.

*Joining time of officers in Seistan and Khorasan.*

G. I., F. D., 6642-T. A., 3-10-03. Dy. G. I.-1470. **365.** Persons other than Government servants proceeding from India to take up Government appointments in Seistan and in Khorasan cannot be allowed to count their service from the date of arrival at Quetta. Such period will not reckon for leave and pension.

*Watchmen of the Line Guard Establishment of the Imperial Cadet Corps.*

G. I., For. D., 4038-Est. B., 31-12-10, conveyed in F. D. endt. 315-C. S. R., 19-1-11. Dy. G. I.-3631. B. 1145 of 1910-11. **366.** The services of the two night watchmen on pay R11 per mensem (one with retrospective effect from 24th April 1910) entertained on the abolition of two of the existing non-pensionable appointments on the same rate of pay in the Line Guard Establishment of the Imperial Cadet Corps are pensionable.

*Zhob Levy Corps.*

G. I., F. D., 2573-P., 21-5-10. Dy. G. I.-589. **367.** Like the Kurram Militia and Northern and Southern Waziristan Militia, service in the Zhob Levy Corps has been declared pensionable subject to the terms and conditions specified below:—

(1) The pension will be at the rates already sanctioned for the Khyber C. S. R.-Rifles, viz.:— 356.

Rank.	Monthly rate of pension.	
	Cavalry.	Infantry.
	R	R
Ressaldar-Major, Subadar-Major, Ressaldar, Subadar . . . . .	25	18
Ressaldar . . . . .	18	...
Jemadar . . . . .	10	10
Havildar, Kot-Dafadar-Major, Dafadar (including Farrier-Major and Salutri of Silladar Cavalry), Drum, Trumpet, Fife or Bugle-Major . . . . .	6	6
Naik . . . . .	...	5
Trumpeter of Indian Cavalry . . . . .	4	...
Sepoy, Sowar (including Assistant Salutri and Farrier of Silladar Cavalry) . . . . .	3½	3½

Men now serving in the Corps (or who were discharged on or after the 13th June 1909) who have the requisite qualifying service for pension may be regarded as eligible to take pension at once at the rates specified above.

(2) The pensions will be liable to forfeiture in the event of tribal or personal misbehaviour.

#### *Hissar Cattle Farm.*

G. I., R. & A., 304-68-4, 25-2-02, conveyed in F. & C. 1317-P., 9-3-02. Dy. G. I.-2349.

**368.** Men who were on the permanent pensionable establishment of the Hissar Cattle Farm before the date of its transfer to the Civil Veterinary Department will be permitted to count their service under the Supply and Transport Department for pension under civil and military rules, as the case may be. Men who, prior to the transfer, were on the non-pensionary establishment will continue as heretofore.

F. & C. 1889-P., 14-4-03. Dy. G. I.-64, 18-4-03.

**369.** The following list drawn up by the Controller of Military Accounts, Punjab Command, shows the classification of the establishment while the farm was under the control of the Supply and Transport Corps:—

*List of establishment of the Hissar Cattle Farm who were employed prior to 1899 when the farm was under the control of the Supply and Transport Corps.*

NAME.	No.	Rate of pay.
Permanent and pensionable godown establishment—		R
Native Overseer (a) . . . . .	1	50
Do. (a) . . . . .	2	40 each.
Store-keeper (a) . . . . .	1	50
Clerk (a) . . . . .	1	60
Do. (a) . . . . .	1	50
Do. (a) . . . . .	1	35

(a) Pensionable under the Civil Service Regulations, Chapters XVIII and XIX, Part IV, for superior service.

*List of establishment of the Hissar Cattle Farm who were employed C. S. R.—  
prior to 1899 when the farm was under the control of the Supply<sup>356</sup>  
and Transport Corps—contd.*

NAME.	No.	Rate of pay.
Permanent and pensionable godown establishment— <i>contd.</i>		R
Conductor (b) . . . . .	1	160
Sub-Conductor (b) . . . . .	1	140
Vernacular writer (c) . . . . .	1	23
Duftary (c) . . . . .	1	8
Peons (c) . . . . .	2	5 each.
Permanent and non-pensionable—		
Sweeper (d) . . . . .	1	1-8
Temporary and non-pensionable depôt establishment—		
Blacksmith . . . . .	1	10
Bellowsman . . . . .	1	3
Carpenter . . . . .	1	10
Jemadar . . . . .	1	15
Assistant Jemadar . . . . .	1	8
Peons . . . . .	27	5 each.
Cattle establishment—		
Cattle Agent . . . . .	1	15
Jemadars . . . . .	5	8 each.
Mates . . . . .	2	6 "
Do. . . . .	1	5 "
Assistant Salutri . . . . .	1	11
Bhisties . . . . .	2	8 each.
Cowherds . . . . .	117	4 "
Well-drivers . . . . .	4	4 "
Hackery men . . . . .	66	4 "
Jemadars . . . . .	2	8 "
Do. . . . .	1	6 "
Cultivators' establishment—		
Cultivators . . . . .	2	9 each.
Do. . . . .	2	5 "
Chowkidars . . . . .	40	4 "
Mule establishment—		
Muleteer . . . . .	1	5
Nalband . . . . .	1	2

(b) Pensionable under the Civil Service Regulations, Chapters XVIII and XIX, Part IV, for superior service.

(c) Authority for entertainment of duftary and two peons is not traceable. Military Department letter No. 651-S. C., dated 29th July 1902, sanctioned increased pay to the vernacular writer, but the condition of his service was not stated. It is therefore not known whether their services are pensionable or not.

(d) *Vide* Military Department No. 955 of 30th August 1871.

*Status of the Mule and Donkey Establishments at the Government Cattle Farm, Hissar.*

G. I., For. 1584-116-2, 23-7-09, conveyed in G. I., F. D., 3816-Ex., 28-7-09. Dy. G. I.-1203.

**370.** The mule and donkey establishment at the Government Cattle C. S. R.—Farm, Hissar, has been brought on the regular (non-pensionable) estab- 357.  
lishment of the Farm with effect from 1st April 1908.



## CHAPTER XVI.—CONDITIONS OF QUALIFYING SERVICE.

### *Additional Establishment of the Bhopawar Agency.*

G. I., For. D., 3577-I. B., 4-9-05, conveyed in G. I., F. D., 2808-Ex., 23-5-06. Dy. G. I.-542. **371.** The additional establishment of the Bhopawar Political Agency C. S. R.—on account of the additional work entailed by the administration of 361. Minor Estates is pensionable only from the date it is amalgamated with the Political Agent's existing establishment.

### *Chowkidars and Patwaris of the Manpur Pargana.*

G. I., R. & A. Dept., 1287—367-2, 22-9-08, conveyed in G. I., F. D., 6517-A., 19-11-08. **372.** The Chowkidars and Patwaris who have become Government servants paid by Government on the new settlement of the Manpur Pargana will not be eligible for pension.

### *Bori Revenue Establishment.*

G. I., F. D., 3607, 6-7-87. Dy. G. I.-433. **373.** The Government of India having sanctioned the establishment as detailed below, the order will take effect in the case of Tahsildar from 14th May 1886, in the case of Political Munshi from 1st July 1886, and in regard to the rest of the establishment from 1st May 1886:—

	R	a.	p.	
Tahsildar . . . . .	180	0	0	per mensem.
Political Munshi . . . . .	120	0	0	"
Patwari . . . . .	40	0	0	"
Thanadar . . . . .	40	0	0	"
Pashi Munshi . . . . .	40	0	0	"
3 Constables at Rs13-8 each . . . . .	40	8	0	"
Camp Munshi . . . . .	35	0	0	"
	495	8	0	per mensem.

### *Income Tax Establishment.*

G. I., F. D., 5491, 26-10-89. Dy. G. I.-1067. **374.** Service on the Income Tax Establishment is permanent and pensionable.

### *Printing Press and Mercara Jail in Coorg.*

G. I., H. D., 291, 17-4-90. Dy. G. I.-92. **375.** The services of two compositors on Rs30 and Rs20 per mensem in the Printing Press and of two Soojee women on Rs8 and Rs7 per mensem in the Bakery attached to the Mercara Jail are non-pensionable.

G. I., H. D., order 567, 17-12-95, conveyed in F. D. 5957-Ex., 28-12-95. Dy. G. I.-1343, 3-12-95. **376.** Service of one foreman and two compositors of Mercara Jail is pensionable.

G. I., H. D., 567,  
17-12-95.  
Dy. 1343.

**377.** Service in the Mercara Jail Press Establishment is non-pensionable. C. S. R.—361.

*Establishment of the Rainfall Report in the Meteorological Office.*

U. S. Bengal,  
R. and A.  
Branch, 234-  
T. R.,  
26-5-96.  
Dy. T. A.-276.  
G. I., R.  
& A. Dept.,  
1247-27-3,  
18-5-96.  
Dy. G. I.-  
321.

**378.** The establishment for the preparation of the report sanctioned for the rainfall and weekly meteorological report and daily weather report is non-pensionable.

*Sandeman High School.*

1st A. A. G.  
G., Balu.,  
5225,  
22-7-96.  
Dy. T. A.-  
561.

**379.** The post of the Head Master, Sandeman High School, qualifies for pension.

*Educational Service in India.*

G. I., F. D.,  
5179-P.,  
10-12-96.  
Dy. G. I.-  
1235.

**380.** The rules regarding the pensions of the Educational Services in India are the same as those for ordinary superior service in Chapters XVIII and XIX.

*Head Draftsman in the Railway Technical Section in the Public Works Department Secretariat.*

G. I., F. D.,  
6019-Ex.,  
4-12-00.  
Dy. G. I.-  
1359.

**381.** The appointment of Head Draftsman on a salary of R400—25—600 per mensem sanctioned in lieu of that of Mechanical Assistant on a salary of R300—25—600 per mensem in the Railway Technical Section in Public Works Secretariat is non-pensionable and on the subordinate staff.

*Shorthand Typist in the Home Department.*

G. I., H. D.,  
memo.  
551, 28-1-08,  
conveyed  
in G. I., F.  
D., 551-P.,  
28-1-08.  
Dy. G. I.-  
2976.

**382.** The non-pensionable appointment of Shorthand Typist in the Home Department has been made pensionable.

*Central Research Institute, Kasauli.*

G. I., H. D.,  
2070,  
11-12-07,  
conveyed in  
F. D. 1513,  
25-6-08.  
Dy. G. I.-  
863.

**383.** The entire menial establishment shall be treated as non-pensionable provided that existing permanent incumbents shall be allowed to retain their right to pension until promotion to a higher grade when they will be required to surrender it.

*Assistants in the office of the Second Imperial Entomologist.*

G. I., R. & A. Dept., 225-248-2, 15-2-11, conveyed in G. I., F. D., 1051-Ex., 21-2-11. Dy. G. I., 4054, 22-2-11.

**384.** The temporary posts of the two Assistants on R75-10-125 per C. S. R.—mensem each, sanctioned in 1905 for a period of 5 years to assist the 361. Second Imperial Entomologist in the investigation of biting flies in India, has been placed on a permanent basis.

*Two special Shorthand-writers in the Commerce and Industry Department.*

G. I., F. D., 3407-Ex., 6-6-11. Dy. G. I., 1029.

**385.** The pay and Simla allowance of the two special shorthand-writers of the Department of Commerce and Industry should be amalgamated, and they should be brought on to the permanent establishment with effect from 1st June 1911.

*Shorthand-writer to the Honourable the Finance Member.*

G. I., F. D., 4822-Ex., 4-8-11. Dy. G. I., 1779, 7-8-11. Bundle 388—1911-12.

**386.** The non-pensionable appointment of the shorthand-writer to the Honourable the Finance Member has been made pensionable with effect from 24th July 1911, on a consolidated pay of R150-10-350.

*Non-pensionable Accountants in the office of the Accountant General, Railways.*

U. S., G. I., F. D., 5493-F. E., 6-9-11, to the C. G., received with A. G., Railways 1185-E., 8-9-11.

**387.** The non-pensionable Accountants transferred to the office of the Accountant General, Railways, should remain non-pensionable, but will continue to subscribe to the State Railway Provident Fund.

*Malis of the Calcutta Mint.*

G. I., F. D., 1484-F. E., 11-3-11. Dy. G. I., 4330, 16-3-11. Bundle 4 P. R. of 1911-12.

**388.** The services of the malis (head mali on R12 per mensem and five on R8 per mensem each) in the Calcutta Mint, will be non-pensionable and their pay will be charged to contingencies.

*Appointments in the Public Works Secretariat.*

G. I., F. D., 3794-P., 17-8-99. Dy. G. I.-731. **389.** The Secretary of State has ruled that as before only pension-able men should be appointed in the Public Works Department Secretariat and those deserving non-pensionable men now in it who elect to be so appointed instead of remaining under present conditions to pensionable establishment should be allowed to count their past service in that Secretariat as pensionable.

G. I. Fin. 2046, 17-5-92. Dy. 195. **390.** Service in the Technical Section of the Public Works Secretariat is non-pensionable like that of employes on State Railways generally; but any pensionable servant transferred to the Technical Section would retain his claim for pension.

*Biological Laboratory of the Government of India.*

G. I., H. D., 2130, 1-10-08, received with F. D. 5761-Ex., 9-10-08. Dy. G. I.-1680. **391.** The appointments of the Laboratory attendant on R12 and the Dome on R2 per mensem of the Biological Laboratory, Government of India, are temporary like the rest of the establishment.

*Storekeeper of Forest Stores of Chatham Islands.*

R. & A. Dept. 767-F.-161-3, 11-7-10, conveyed in F. D. 3749-Ex., 18-7-10. Dy. G. I.-1500. (Bundle T. C.-184 of 1911.) **392.** The pay of the temporary storekeeper in charge of the stores of the Local Forest Department on Chatham Islands has been raised from R30 to R40, his local allowance of R15 having been discontinued, and the appointment has been declared to be permanent and pensionable.

*Central Bacteriological Laboratory at Kasauli.*

G. I., H. D., 902-20, 8-6-05, conveyed in G. I., F. D., 3616-Ex., 22-6-05. Dy. G. I.-757. **393.** The establishment of the Central Bacteriological Laboratory at Kasauli has been permanently sanctioned.

The pension of the present Director of the Laboratory will be regulated as follows:—

The pension of £365 a year payable by the Home Government to which he will be entitled on retirement from the Royal Army Medical Corps shall be held in abeyance until he finally retires from Government service. In addition to this pension he shall on retirement be allowed from Indian revenues a pension of £250 if he serves till he is 57 years of age, and of £300 if his services are retained until he is 60.



*Bacteriological Department.*

R. & A.  
Dept. 2103 - 69-6,  
21-11-03,  
received  
with F.  
& C. Dept.  
7267-Ex.,  
3-12-03.  
Dy. G. I.-  
1677.

**394.** The Imperial Bacteriological Laboratory Establishment at C. S. R. -  
Muktesar having passed the experimental stage, the Government of India <sup>361.</sup>  
has sanctioned its being made pensionable, except menials of the class  
of Bearers, Carpenters, Pakkal-wallas, Gwallas, Sweepers, etc.

*Archæological Survey Department.*

G. I., H. D.,  
134-146,  
28-4-06,  
filed with  
L. S. P. R.-  
40, 15-6-08.

**395.** The Archæological Survey Department has been declared to be  
permanent.  
The Director General of Archæology, the Government Epigraphist  
and all officers holding the appointments of Superintendents of Circles  
will be eligible for—

- (1) the more favourable leave rules contained in Chapter XIII,  
Civil Service Regulations;
- (2) the ordinary pensions for superior service under the rules in  
Chapters XVII and XIX.

Assistant Superintendents will be eligible for leave under the Indian  
Service Leave Rules in Chapter XIV, Civil Service Regulations.

Officers who are serving on probation will continue to do so for the  
period provided in their agreement in any case in which the Government  
of India may consider necessary and those to be recruited in future will  
be appointed in the first instance for a probationary period. Separate  
orders will issue regarding the confirmation under this rule of officers  
now serving under Local Governments.

R. & A.  
235-47,  
22-1-86;  
G. I. Fin. 462,  
29-1-86.  
Dy. G. I.-  
1487.

**396.** The services of all persons employed in the Archæological  
Department, both in the Madras and Bombay Presidencies and elsewhere,  
should be regarded as permanent from the time of their original appoint-  
ment to the Department and should count towards pension, subject to  
the general rules of the Civil Service Regulations.

*Honorary Magistrates' office at Quetta.*

A. G. G.,  
Balu., 8895,  
9-12-96.  
Dy. T. A.-  
1201,  
14-12-96.

**397.** The Moharir and the two peons of the three Honorary Magis-  
trates' office at Quetta will be deemed in Government employ, the  
contribution from the municipality being credited into the Treasury  
towards the pay of the cantonment employés.

*Service of a Treasurer who manages work by an agent.*

G. I., F. D.,  
3230,  
9-7-95.  
Dy. G. I.-  
566.

**398.** The service of a Treasurer of one or more District Treasuries  
who does not himself do the work of office in any of the Treasuries, but  
appoints an agent to do it for him, is not pensionable as no claim to  
pension is admitted when a person's whole time is not retained for public  
service [Article 352 (c), Civil Service Regulations], but is merely paid  
for work done for the State.

- G. I., F. D.,  
895-P.,  
12-2-07.  
Dy. G. I.-  
2903.
- 399.** In cases in which a Divisional Treasurer in a firm consisting of several partners, each of whom does the work of one of the Divisional Treasuries, each such partner actually performing the work of a Treasurer at a separate treasury is entitled to pension. C. S. R.—361.

*Registrar of the Diocese.*

- L. S. Pn.-  
167, 5-6-07.
- 400.** The service of members of the office of the Registrar of Diocese who are paid from a contract grant does not qualify. C. S. R.—365.

*Launch establishment of His Majesty's Consul at Mohammerah.*

- G. I., For. D.,  
726-Est.,  
17-12-08,  
conveyed in  
G. I., F. D.,  
365-E.,  
20-4-09.
- 401.** The launch establishment of His Majesty's Consul at Mohammerah which is paid by a lump sum, the details being left to that officer, does not qualify under Article 365, Civil Service Regulations. No annual returns of establishment are required for this establishment.

*The members of the Garden Establishments in Central India.*

- G. I., For. D.,  
688-Est.,  
6-3-09,  
conveyed in  
G. I., F. D.,  
1401-Est.,  
13-3-09.  
(Bundle  
32-Pn.,  
1909-10.)
- 402.** The amounts on account of establishment and other charges for the maintenance of gardens at the various Agencies in Central India will be sanctioned in the form of fixed grants and will be placed at the disposal of the Political Officers concerned who will expend them either on establishment or such improvements to the gardens as they consider desirable. The members of such garden establishments will not be treated as in Government service and no claim to pension or gratuity on their behalf will be considered.

*Gardeners of the Baghdad Residency Garden.*

- G. I., For.  
Dept.,  
3840-Est. A.,  
15-11-09.  
Dy. G. I.-  
2275.
- 403.** The garden allowance of Rs22 a month which was originally paid to the Political Resident in Turkish Arabia as one of the emoluments attached to the appointment should be treated as a contribution for the up-keep of the Residency garden. The two gardeners paid from that grant do not therefore hold pensionable posts.

*Assistant Private Secretary to His Excellency the Viceroy.*

- Telegram,  
7-9-03, in  
reply to  
Dy. G. I.-  
1062,  
28-8-03.
- 404.** The appointment of Assistant Private Secretary to His Excellency the Viceroy is non-pensionable. C. S. R.—366.

*Establishment of His Excellency the Viceroy's Dispensary and Hospital.*

- G. I., F. D.,  
7082-Ex.,  
15-12-08.  
Dy. G. I.-  
2331.
- 405.** The whole establishment of His Excellency the Viceroy's Dispensary and Hospital will in future be paid from the General Revenues. The men employed therein will be eligible for pension under the rules in Civil Service Regulations with the exception of the Military Assistant Surgeon and the Hospital Assistant who will continue to be

borne on the rolls of the Military Department (even when their pay C. S. R.— becomes a civil charge) and their pensions will be regulated by the 366. Military Pension Rules.

*Foreign service in the beginning followed by qualifying service under Government.*

G. I., For. D., 3740-I. A., 17-9-08, conveyed in G. I., F. D., 5608-P., 2-10-08. Dy. G. I.-1608. **406.** An officer in foreign service who held no substantive appointment in Government service prior to his entertainment under a Native State cannot count his foreign service except under the sanction of the Secretary of State. C. S. R.—367.

F. A. R.'s 6322-A., 31-8-05. Dy. T. B.-743, 4-9-05. **407.** The services of the Frontier Chowkidari Police, Hyderabad, which is under the control of His Highness the Nizam's Government, and the cost of which is paid from the general revenues, are not pensionable.

### SECTION III.—SECOND CONDITION.

*Weighman and two laboratory men in the Assay Office.*

G. I., F. D., 4949-Ex., 9-8-07. Dy. G. I.-1358. **408.** The services of the weighman and two laboratory men whose permanent retention in the Assay Office was sanctioned in Government of India, Finance Department, letter No. 4487-Ex., dated 18th July 1907, will reckon from the 18th June and 16th August 1906, respectively, the date on which they were entertained on a temporary footing. C. S. R.—368.

*Extra Service in the Mint.*

L. S. G. R.-23, 20-6-07. **409.** The extra service in the Mint is temporary service within the meaning of Article 368, Civil Service Regulations.

*Temporary Service of a man retired.*

L. S. G. R.-10, 15-5-07. **410.** It is not permissible to confirm a man in his temporary or officiating appointment after he has retired from it.

*Pension exceeding ₹10 per mensem for Temporary Service.*

L. S. P. R.-61, 8-7-05. **411.** When the pension exceeds ₹10 under the operation of Article 368, Civil Service Regulations, the sanction of the Secretary of State will be necessary for the grant.

*Interpretation of Article 370, Civil Service Regulations.*

G. I., F. D., 4824-C. S. R., 7-8-11, Dy. G. I.-1820, 10-8-11. **412.** The principles underlying the rule in Article 370, Civil Service Regulations, are:— C. S. R.—370.

I. When posts sanctioned temporarily in the first instance are subsequently made permanent, the whole temporary service of the officer or officers in the temporarily or experimentally created posts may count for pension.

(B. 364 of  
1911-12.)

II. The same appointment on the same establishment must be transferred from the temporary to the permanent footing in order to secure the benefit of this article; an officer may not count service in a temporary establishment merely by reason of his being transferred thence to another and a permanent establishment.

III. An officer transferred from a temporary to a permanent establishment may count his service on the temporary establishment if that establishment becomes permanent after his transfer.

*Revision of the Government Central Press, India.*

G. I., F. D.,  
5499-Ex.,  
31-10-00.  
Dy. G. I.-  
1192.

413. The men added to the Permanent Establishment by transfer from the Day Extra and Temporary Establishments will not be allowed to count service for pension in the permanent appointment in which they are confirmed with retrospective effect under Article 370, Civil Service Regulations.

*Temporary appointment eventually made permanent.*

G. I., F. D.,  
4328-P.,  
22-10-92.  
Dy. G. I.-  
813.

414. An officer transferred to a permanent appointment from a temporary one which is eventually made permanent can count his service towards pension in the temporary appointment even if it is not made permanent until after his transfer.

G. I., F. D.,  
632-P.,  
4-2-09.  
Dy. G. I.-  
27-39.

415. An officer deputed to an appointment which though at first created experimentally or temporarily but eventually made permanent can count the period of his deputation on temporary duty in respect of the temporary appointment he actually held and his *locum tenens* counting his acting service under Article 371, Civil Service Regulations.

*When officiating service counts.*

G. I., F. D.,  
3084-P.,  
13-5-04.  
Dy. G. I.-  
304.

416. An officer without a substantive appointment may count his officiating service in the following cases:—

C. S. R.—  
371.

- (a) In an appointment which is vacant or in an appointment the permanent incumbent of which does not draw part of the pay or count service, if he is without interruption appointed substantively in an appointment other than that in which he was officiating.
- (b) If he officiates continuously in vacancies fulfilling the conditions of Article 371 but caused by the absence of different substantive incumbents and is eventually appointed substantively without interruption in appointments of the same class, though not necessarily in any of the vacancies in which he has been officiating.

When it is found impossible to determine with certainty the nature of the vacancies in which an officer has officiated, an order of the Local Government allowing him the benefit of Article 371 may be accepted. The officiating service of an officer in an appointment not vacant or the



permanent incumbent of which draws part of the pay or counts service C. S. R.— does not involve forfeiture of previous officiating service which fulfilled 371. the conditions of Article 371, Civil Service Regulations. (Bengal.)

G. I., F. D., 3136-P., 20-5-07.  
Dy. G. I.-595.

**417.** Service as Apprentice Engineer in the Calcutta Mint Establish- C. S. R.—  
ment qualifies for leave and pension. 372.

*Apprentice Engraver in the Survey of India Department.*

L. S. P. R.-161, 4-11-05.

**418.** An apprentice engraver holds a permanent post and his service necessarily qualifies for pension.

*Probationary service in continuation of officiating service.*

L. S. Pn.-434, 1-9-06, and G. I. 3084-F., 13-5-04, to the A. G., Punjab.

**419.** A man having no substantive appointment, officiating for some C. S. R.— time in a vacancy caused by the absence of the permanent incumbent, 373. can count his officiating service even if his subsequent probationary service in which he was engaged in continuation of his officiating service fails to satisfy the conditions of Article 373 and hence does not qualify.

*Probationers of the Government of India Secretariat offices.*

G. I., H. D., 1841-1850, 17-11-10, conveyed in G. I., F. D., 6504-C.S.R., 13-12-10.  
Dy. G. I.-3245.  
(B. 584 of 1910-11.)

**420.** The clerks in the 2nd Division in the Government of India Secretariat offices drawing pay at the rate of Rs50 a month, who were designated as "apprentices" in paragraph 4 of the Home Department Resolution no. 52-61, dated 31st January 1910, shall be styled "probationers" within the meaning of the Civil Service Regulations as they form part of the permanent establishment of those offices and their service counts towards leave and pension.

*Munsiffs' officiating service.*

S. of S.'s Des., 5-Judl., 22-1-09, conveyed in F. D. 3021-P., 21-6-09.  
Dy. G. I.-825.

**421.** Munsiffs in the various provinces including in Bombay the C. S. R.— corresponding grade of Judicial Officers, viz., Subordinate Judges of the 2nd grade, should be allowed to count as service qualifying for pension the periods, whether continuous or not, during which they have held acting appointments prior to confirmation. 375.

**Permanent Officer deputed.**

*Service in respect of permanent appointment counted.*

G. I., F. D., 1009-P., 3-3-97.

**422.** A permanent officer doing temporary duty counts his detached C. S. R.— service in respect of his permanent appointment, and not in respect of 377. his temporary duty.—See Article 490.

*Reorganization of the Photo-Lithographic Offices of the Survey of India.*

G. I., R.  
& A. Dept.,  
355-53-2,  
19-3-08.  
Dy. G. I.-  
3631,  
28-3-08.

**423.** The 1st Division will consist of 6 appointments. These appointments will be pensionable. C. S. R.-381.

The 2nd Division will consist of 17 appointments, all of which will be pensionable.

As regards the 3rd and 4th Divisions, there will be no fixed number of appointments and no fixed rates of pay. The Surveyor General may increase or reduce the number of men employed from time to time within budget limits. Each individual man who at present holds a permanent pensionable post will continue to have his claim to pension under the general rules, but all new hands will be brought in on a temporary footing until the total number of men having a claim to pension is reduced by retirement or death to 100. Thereafter the men having a claim to pension must not at any time exceed 100. Subject to this condition the Surveyor General may declare any man to have a claim to pension, provided he has rendered at least 10 years' approved service on a temporary footing, in which case his previous continuous temporary service will count towards pension.

With reference to the inferior establishment the Surveyor General is authorized to exercise full powers as regards the numbers, the rates of pay, the appointment and dismissal of the staff, and may also grant a claim to pension to any man who has rendered 10 years' approved service.

The scheme will take effect from 1st April 1908.

*Workers of the Mathematical Instrument Office.*

G. I., R.  
& A. Dept.,  
736-180-2,  
8-6-08,  
conveyed in  
G. I., F. D.,  
3698-Ex.,  
20-6-08.  
Dy. G. I.-805.

**424.** The workshop establishment of the Mathematical Instrument Office, Survey of India, has been divided into five classes, namely:—

- (A) Skilled artificers on fixed salaries and pensionable, 10 in number.
- (B) Pensionable piece-workers, limited to 225 in number.
- (C) Non-pensionable piece-workers, no fixed number.
- (D) Apprentices, non-pensionable, no fixed number.
- (E) Temporary hands, no fixed number.

(1) The present fixed salary pensionable establishment of 68 posts will be distributed among classes A and B.

(2) The present temporary establishment which is *quasi*-permanent will be distributed between classes B, C and D, those placed in B being permitted to count their previous service towards pension provided it is followed without interruption by service in one of the 225 pensionable posts.

(3) Any one of the present fixed salary pensionable workmen, if he objects to the new arrangements, will be allowed the option of remaining under the present rules, the number in the B class being correspondingly reduced.

(4) The men on piece-rates absent from duty owing to the existence of infectious disease in their homes or in consequence of injuries sustained

while on duty may be granted casual leave on such pay as the Surveyor General thinks fit, subject to the maximum of the pay of the grade of 381. the men concerned.

Asst. Surv.  
Genl., M.  
I. O., 4371,  
11-9-08.  
Dy. P. N.-  
699.

The men in classes A and B will be shown in the annual return of establishment commencing from 1st April 1909. A list of 158 men in class B has been furnished, the remaining 67 posts are vacant at present.

G. I., R.  
& A. Dept.,  
532-100-2,  
12-5-09,  
conveyed in  
F. D. 2512-  
Ex.,  
19-5-09.

**425.** The Engraving Office at present consists of two sections, *viz.* :—

1 European Engraver.

2 Native Engravers.

These two sections will be divided into a 1st, 2nd and 3rd division.

The European section will be divided into two sections. The former will consist of two posts which will ordinarily be filled by men recruited in England. The latter will include the present staff, but in future this division will be recruited from the 3rd division and be open to Europeans, Eurasians or Natives. All the posts in this division will be pensionable.

In the 3rd division any one who at present holds a permanent pensionable post will retain his claim to pension under the general rules, but all new hands will be brought in on a temporary footing until the total number of men having a claim to pension is reduced by retirement or death to 25. Thereafter the number of men having a claim to pension must not at any time exceed 25. Subject to this condition the Surveyor General may declare any man to have a claim to pension, provided he has rendered 10 years' approved service on a temporary footing in which case his previous continuous temporary service will count towards pension.

With reference to the inferior establishment the Surveyor General is authorized to exercise full powers as regards the members, rates of pay, the appointment and dismissal of the staff, and may also grant a claim to pension to any man who has rendered 10 years' approved service.

*Drawing Office, Survey of India Department.*

R. & A. Dept.,  
1114-95-2,  
19-8-08.

F. D. 4994-  
Ex., 27-8-08.

Dy. G. I.-  
1353.

B. (Record  
G. I.-60 of  
1908-09).

**426.** The Drawing Office at present is divided into three divisions, *viz.* :—

(1) 2 European Draftsmen.

(2) 8 Draftsmen.

(3) Native Draftsmen.

1. All the posts in the 2nd division will be pensionable.

2. In regard to the 3rd division, any one who at present holds a permanent pensionable post, will retain his claims to pension under the general rules; but all new hands will be brought in on a temporary footing, until the total number of men having a claim to pension is reduced by retirement or death to 60. Thereafter the number of men having a claim to pension must not at any time exceed 60. Subject to this condi-

tion, the Surveyor General may declare any man to have a claim to pension, provided he has rendered at least ten years' approved service on a temporary footing, in which case his previous continuous temporary service will count towards pension. The Surveyor General is empowered to declare what length of service should in such cases count, when making appointments to the pensionable status. A limit of pay should be made the criterion.

3. In regard to the 1st division, the Government of India have reserved orders for future decision.

The Surveyor General will from time to time furnish a list of pensionable posts in the 3rd division with nominal details, service books being maintained for them.

For a list of pensionable appointments see Dy. No. I. D.-199, dated 4th August 1911 (P. N.-1038).

#### *Settlement service.*

G. I., F. D., 85-P., 6-1-08. followed without interruption by qualifying service counts.  
Dy. G. I.-2746 and L. S. Pn.-236, 29-1-08.

**427.** All settlement service even if paid from contingent grant followed without interruption by qualifying service counts.

L. S. P. R.-211, 11-11-09. Bundle 408 of 1909-10.

**428.** The rule in paragraph 434 applies to the contingent service in the Mathematical Instrument Department, but not to that service which is non-qualifying under Article 365.

**429.** The transfer of a man on administrative grounds from the contingent to the permanent establishment may be made at any age without affecting his pension which is granted on the combined service on both establishments.

R. A. Dept., 422-54-2, 12-4-10, received with G. I., F. D., endt. 2019-Ex., 22-4-10. Dy. G. I.-225. *Vide also* Officer in charge, Mathematical Instrument Office, order 570, 26-5-10.

**430.** The following clerks who belonged to the contingent establishment of the Mathematical Instrument Office will reckon their service for pension from the dates noted:—

Mr. J. Mathews	. . . . .	8th June 1908.
„ Gunamaya Dhara	. . . . .	Do.
Babu Sri Kumar Banerjee	. . . . .	Do.
„ Hari Prasad Sen	. . . . .	Do.
„ Suresh Chandra Banerjee	. . . . .	Do.
„ Krishna Dass Basu	. . . . .	Do.
„ Sudhir Chandra Mukerjee	. . . . .	Do.
„ Benoy Bhusan Roy	. . . . .	15th May 1909.
„ Upendra Nath Kur	. . . . .	8th June 1908
„ Debi Das Bhattacharjee	. . . . .	Do.
„ Nirod Bihari Goswami	. . . . .	Do.
Mr. Khagendra Nath Mandle	. . . . .	28th June 1903.
Babu Indu Bhusan Biswas	. . . . .	20th March 1910.



*Interruption between Settlement and qualifying service.*

L. S. P. R.-  
26, 1-5-06. **431.** When temporary service in the Settlement Department is interrupted on account of discharge consequent on the completion of work, and then again on account of resignation of a temporary appointment to which he was appointed, the rule in Article 422 (ii), Civil Service Regulations, does not apply, as the article clearly refers to permanent service.

L. S. P. R.-  
108. **432.** Service in the Settlement Department followed by qualifying service intercepted by leave without pay at the beginning of qualifying permanent service, qualifies, even if the applicant was paid from contingencies in the Settlement Department.

G. I., F. D.,  
85-P.,  
9063,  
6-1-08.  
Dy. G. I.-  
2746, 8-1-08. **433.** All settlement service followed without interruption by qualifying service counts for pension under Article 381 (b), Civil Service Regulations.

## SECTION IV.—THIRD CONDITION.

*Opium Agencies in Central India.*

First A. G.  
G., C. I.,  
9063,  
22-12-94.  
Dy. 452. **434.** The Agent, Governor General, Central India, is empowered to appoint men to the following Sub-Opium Agencies in Central India to audit the charges for these Sub-Agencies and to treat the service of the employes as qualifying for pension from Imperial Revenues:—

1. Ujjain.
2. Oodeypore.
3. Jaora.
4. Mandsaur and Bhopal.
5. Rutlam.
6. Indore.
7. Dhur.

*Alwar Agency Office.*

For. Dept.  
229-I. A.,  
17-1-07,  
conveyed in  
F. D. 704-P.,  
4-2-07.  
Dy. G. I.-  
2804. **435.** (1) The status of the following members of the menial establishment of the Alwar Agency Office will be pensionable with effect from 17th January 1907:—

	Pay. R	Appointed on
1. Abdulla Khan (Duftri)	12	16th January 1904.
2. Girdhari (Jemadar)	12	7th August 1888.
3. Mulchand (Chobdar)	9	1st January 1890.
4. Khuda Bux ( Ditto )	9	15th April 1896.
5. Durga (Chaprasi)	7	3rd June 1900.
6. Ram Chunder (Chaprasi)	7	1st January 1903.
7. Amir Mahomed ( Ditto )	7	14th November 1905.
8. Rahim Buksb ( Ditto )	7	13th January 1906.
9. Khairati (Sweeper)	4	1st September 1906.

(2) The office establishments of the Alwar and Kota Agencies will C. S. R.—consequently come under the audit of the Comptroller, India Treasuries, 386. from 17th January 1907.

*Establishment of the offices of the Agency Surgeons in Central India.*

G. I., For. D., 1-Est. A., 16-11-09; F. D. 6184, 10-12-09. Dy. G. I.-2537 of 1909-10. Bundle T. C.-44. **436.** The clerical and menial establishments attached to the offices of Agency Surgeons in Central India generally should be non-pensionable. The present incumbents may retain their pensionary status. The establishment of the Administrative Medical Officer and Residency Surgeon at Indore will be pensionable.

The present incumbent of the appointment of head clerk of the office of the Agency Surgeon, Bundelkhand, should reckon all his service in the post as qualifying for pension from Imperial Revenues, future contributions being paid by the Bundelkhand Local Fund. The present incumbent of the appointment of head clerk of the office of the Agency Surgeon, Bhopawar, may be permitted to reckon his past service from 1898 to 31st March 1908 as qualifying for pension and no contribution on this account need be recovered from the Bhopawar Dispensary Fund.

*Postal Anchi Establishment in Mysore.*

G. I., F. D., 5652, 17-10-88. Dy. G. I.-851. **437.** The pensionary charges of the Anchi post officials retained in C. S. R.—British service on transfer from Mysore will be divided between the 389. British and Mysore Governments according to the rule of proportions.

*The rule of proportions in case of Mysore and British Railway Police Service.*

G. I., For. D., 2117-G., 15-11-04, conveyed in G. I., F. D., 7400-P., 25-11-04. Dy. G. I.-1694, 26-11-04. **438.** The rule of proportions may be applied to the case of counting past service of the Mysore State servants subsequently taken into the British Police employ on the portion of the railways in Mysore over which jurisdiction has been assumed by the British Government.

*Pension of the men employed in the Mysore Railway.*

For. Dept. 179-G., 5-2-03, conveyed in F. & C. Dept. 1964, 16-4-03. Dy. G. I.-79, 20-4-09. **439.** Men who served in the Mysore State and were subsequently taken into British employ on the portions of the railways in Mysore over which jurisdiction has been assumed by the British Government under notification of the Government of India, Foreign Department, viz., 507-I., dated 6th February 1896, are eligible for pensions from British Revenues for their service under Government only. It rests with the Mysore State to give them pensions or gratuities as it may think proper for their service under the Durbar.

G. I., For. D., 2117-G., 15-11-04. Dy. 1694. **440.** In counting towards pension the past service of the Mysore State servants taken into the British Railway Police, Mysore, the Government of India agree to the application to them of the rule of proportions.

*Indian Famine Charitable Relief Fund.*

G. I., F. D., 1053-P., 5-3-97. Dy. G. I.-1656. **441.** The two clerks who have been lent to the office of the Honorary Secretary, Indian Famine Charitable Relief Fund, by the Home and Legislative Departments may count service for pension as if they had remained in their permanent appointments. C. S. R.—391.

*Service in the Bengal Civil Fund.*

L. S., P. R.-5, 5-4-06; G. I., F. D., 1134, 30-5-85. Dy. G. I.-299 2-6-85. **442.** Service in the Bengal Civil Fund paid by the managers of the Fund qualifies for pension from the dates when the present incumbents were appointed.

*Services under the Madras Civil Fund.*

G. I., F. D., 997, 3-3-86. Dy. G. I.-1703. **443.** (1) The pensions granted in the past by the Madras Civil Fund will be paid by Government.

(2) The pension proposed by the Trustees to the employés of the Fund discharged on its transfer to the Secretary of State will be paid by Government.

The other employés of the Fund will also count their past service under it towards pension under the rules in the Civil Service Regulations.

*Charge on account of the pension of the Head Clerk of the office of the Magistrate of Abu.*

G. I., For. D., 1825-Est. A., 11-5-09, conveyed in G. I., F. D., 2511-Ex., 19-5-09. Dy. G. I.-472. **444.** The appointment of the head clerk of the office of the Magistrate of Abu will be included in the Provincial list of clerks of the Political Offices. R40 of the pay of the appointment will be met from Imperial and R80 from Municipal Funds. The whole pay R120 per mensem will be reckoned towards pension, the Municipal Committee paying the usual contribution in respect of that portion of the pay which is met from Municipal Funds. Prior to the date of issue of this order, only R40 reckoned towards pension.

*Indian Museum.*

L. S. P. N.-52, 24-4-07. **445.** Service in the Indian Museum, including that of the Deputy Superintendent, qualifies for pension.

## SECTION V.—DISTINCTION BETWEEN SUPERIOR AND INFERIOR SERVICE.

**446.** The following appointments are inferior:—

C. S. R.—396.

- L. S. G. R.-86, 18-12-07. (1) Heliotroper in the S. I. D.
- L. S. G. R.-1, 4-4-07. (2) Warder in Central India Agency Jail.
- L. S. G. R.-47, 4-3-07. (3) Machineman, Photo and Litho Office.
- L. S. P. R.-80, 10-7-07. (4) Grainer, Trigonometrical Branch Office, S. I. D.
- L. S. P. R.-150, 1-10-07. (5) Printer on pay not exceeding R10 per mensem.

Mily. Dept.  
1772-S. D.,  
7-11-83,  
conveyed in  
I. G., C. V.  
Dept., 314—  
6-5, 19-9-00.  
Dy. T. A.—  
805.

(6) Branders of the Civil Veterinary Department.

C. S. R.—  
396.

G. I., F. D., 5496-P., 28-10-01.  
month. (7) Service of a Hospital Compounder until his pay exceeds R10 a month.

Dy. G. I.—  
1153.

L. S. P. N.—  
535, 17-9-02.

L. S. P. N.—  
535, 22-9-00.

L. S. P. N.—  
911, 7-1-02.

L. S. P. N.—  
140, 28-5-01. Arabia.

L. S. P. N.—  
38, 6-8-01.

C. C., Port  
Blair, 2161,  
5-2-91, un-  
der orders of  
the G. I.,  
F. D., 2012,  
31-3-74.

(8) The service of a Constable Khalasie.

(9) Muccadum in survey parties on pay R15 per mensem.

(10) Jemadar in A. G. G.'s office on R22 per mensem.

(11) Dafadar of Horsemen in the Political Residency, Turkish  
Arabia.

(12) Weighmen in the Kohat Salt Mines.

(13) Cattle Jemadar.

C. G.'s  
letter sent,  
662, 18-7-90.  
L. S. P. N.—  
797, 15-1-00.  
L. S. P. N.—  
1043, 3-4-00.  
G. I., F. D.,  
1787,  
31-3-91.

Dy. 125-  
P. N., and L.  
S. P. N.—381,  
7-7-91.

Commis-  
sioner, N. I.  
S. R., 265-A.,  
20-11-89.  
Dy. 415-P. N.

(14) The service of the Record Suppliers generally.

(15) Havildar of Peons.

(16) Kavasbashi.

(17) Service of a Potdar in Port Blair Treasury.

(18) Kotegushts in the Salt Department.

(19) The service of Havildars in Kohat Salt Department.

Commis-  
sioner, N. I.  
S. R., 804,  
10-4-95.  
Dy. Pn.—39.

L. S. P. N.—  
618, 9-2-92.

L. S. P. N.—  
396, 10-7-03.

(20) Jemadars in the Survey Department.

(21) Type-caster—always.



L. S. G. R.-  
26, 17-11-01.

(22) Turkoman Dak Sowar—always.

C. S. R.—  
396.

I. G. of Mounters, Collectors, and Setters, even on pay exceeding ₹10 per mensem, at the Imperial Forest Research Institute, Dehra Dun, are Govt. of inferior servants.

India,  
1036—234-2,  
3-8-10.

Dy. I. D.-  
1777.

Bundle T. C.  
251 of 1910-  
11.

### *Superior Service.*

Dy. 265-T. **447.** The service of Duftries in the offices of the Revenue Commissioner in Baluchistan, Political Agents, Quetta, Pishin and Zhob, and A., 5-6-99, in Quetta Treasury is superior as his professional occupation is book-binding, and he is not a mere Duftri and that post will always be reserved for a person with professional book-binding qualifications.  
and T. A.-  
554, 21-7-99.  
F. A. A. G.  
10264, 30-  
11-01.

Dy. 1215-

F. A.  
A. G. G.,  
Baln., 10876,  
12-12-00.

Dy. 752-P.N.

Commis- **448.** The following appointments are superior:—  
sioner, i. "Jemadar," Ajmer Jail, is Head Warder, and his service is superior when pay exceeds ₹10 per mensem.

Ajmer, 901,  
28-12-95.  
Dy. P. N.-  
550.

L. S. P. N.- 2. Duftri, Warehouse Jemadar and Bindery Jemadar in the Press  
1091, 10-3- on pay exceeding ₹10 per mensem.  
03.

L. S. P. N.- 3. Press Jemadar on pay exceeding ₹10 per mensem.  
643, 8-9-03.

L. S. P. N.- 4. Naib-Jemadar on ₹20 per mensem. (In the Thagi and Dacoity  
703, 30-9-04. Departments.)

L. S. P. N.- 5. Dragoman, on pay exceeding ₹10 per mensem.  
1018, 14-  
12-03.

L. S. P. N.- 6. Duftri Book-Binders (on pay exceeding ₹10 per mensem) in the  
1032, Deputy Commissioner's Office, Thal Chotiali, superior, but in the Extra  
14-12-03. Assistant Commissioner's office, inferior.

Dy. 702- 7. Service rendered in the Forest Department under the old designa-  
G.A., 2-2-84. tion of Jemadar and Dafadar on ₹10.

G. I., F. D., 8. The service of a Maistry in the Survey of India Department on  
2221, pay of ₹48 per mensem.  
28-4-88.

Dy. G. I.-116. 9. Service of a blacksmith mistree on ₹20 per mensem.  
F. D. 985,  
25-2-90.

Dy. G. I.-  
1691.

L. S. P. R.-5, 10. Warehouse Foreman in a Printing Establishment, on pay exceed-  
9-4-06. ing ₹10 per mensem.

- L. S. P. R.-  
95,  
21-7-06, and  
S. G.'s  
2110,  
12-8-99.  
Dy. P. N.-  
392.  
L. S. P. R.-  
104,  
4-8-06.
11. Copper Plate Printer on pay exceeding R10 per mensem.
- C. S. R.—  
396.
- L. S. G. R.-  
6, 11-5-07.
12. Press Assistant on pay exceeding R10 per mensem.
- L. S. P. R.-  
59,  
30-5-06.  
L. S. P. R.-  
231,  
23-1-08.  
L. S. P. N.-  
245,  
28-5-91.  
L. S. P. N.-  
372,  
1-7-91.  
G. I., For.  
Dept.,  
2866-F.,  
8-9-08,  
conveyed in  
G. I., F. D.,  
5491-P.,  
28-9-08.  
Dy. G. I.-  
1617.
13. Engine Driver, Marine Department, Port Blair, on pay exceeding R10 per mensem.
14. Zinc corrector on pay exceeding R10 per mensem.
15. Head weighman and weighman on pay over R15 and muster sircar on pay exceeding R10.
16. The designation of Duftri of the Seistan Consulate changed to that of clerk.
- Head  
Commr.  
206,  
29-9-97.  
Dy. 277-  
C. O.  
G. I., F. D.,  
2293-P.,  
30-4-01.  
Dy. G. I.-  
206.
17. The designation of the two sarkars employed in the Paper Currency Office and the Reserve Treasury, Calcutta, has been changed to that of Amins and their services are superior with effect from the dates of appointments to those offices of the present incumbents.
18. The Door Clerk of the Indian Museum with retrospective effect, *i.e.*, from July 1878 instead of from September 1898, when the designation of the post was changed from "Doorkeeper" to that of "Door Clerk."
- 2nd Asst. to  
the A. G. G.,  
Balu.,  
1520,  
26-8-07.  
Dy. T. A.-  
924.
19. Munshi at Ladgasht for the purpose of leave and pension.
- Dy. G. I.-700,  
25-7-02.
20. Dafadar in Sibi Jail.

G. I., H. D.,  
325,  
7-5-90,  
received with  
Commr.'s  
3907,  
14-3-02.

21. Deputy Head Warder of Mercara Jail.

C. S. R.—  
396.

L. S. P. N.—  
327,  
22-7-02.

22. Stereo-typer and Machine-justifier.

F. & C.  
Dept.,  
5496-P.,  
28-10-01.  
Dy. G. I.—  
1153,  
31-10-01.

**449.** The service of a compounder in a hospital on a salary of R9 rising to R18 per month, the increments depending upon certain length and stages of the appointment, should not be treated as superior in accordance with the provisions laid down in Article 150, Civil Service Regulations, but it should be treated as inferior until his pay exceeds R10 per month.

G. I.,  
R. & A. Dept.,  
Meteo.,  
1547—87-2,  
31-7-06,  
conveyed in  
F. D.  
4504-P.,  
8-8-06.  
Dy. G. I.—  
1243.

**450.** The service of the Assistant Observer of the Ootacamund and Dodabetta Observatories should be treated as superior with effect from the 1st April 1904.

*Collectors in the office of Imperial Forest Economist.*

I. G.  
of Forests  
to the Govt.  
of India,  
1246—234-2,  
3-8-10.  
Dy. I. D.—  
2387.

**451.** The Collector in the office of Imperial Forest Economist on R20 per month should be designated "Museum Assistant" and he should be classed as a superior servant.

G. I., H. D.,  
2444-Q,  
2-12-08;  
F. D.,  
6970-P.,  
9-12-08.  
Dy. G. I.—  
2256,  
11-12-08.

**452.** The Government of India decided that the laboratory attendants and the engine drivers at the Central Research Institute, Kasauli, shall be regarded as being in superior service under Article 397, Civil Service Regulations. These orders will not affect the orders contained in Home Department letter No. 2070, dated 11th December 1907, regarding the pensionary status of the laboratory attendants and the engine drivers.

*Officiating period in inferior service of a superior servant reckoned as superior.*

G. I., F. D.,  
6435-P.,  
5-12-02.

**453.** The period during which an officer holding a substantive appointment which is pensionable on the superior scale officiates in an appointment which is pensionable in the inferior scale should be reckoned as superior service. (Madras.)

*Free Warders of the Port Blair Jail Department.*

Ch. Commr.,  
Port Blair,  
2803-P. N.,  
24-3-11.  
Dy. Port  
Blair-385.  
(Bundle  
P. N., 1190  
of 1910-11.)

454. Under the authority of the Government of India (Home C. S. R.—Department) letter No. 650, dated 17th October 1908, free warders (*i.e.*, 396. those warders that are appointed from outside the Settlement and not from among convicts, *vide* Dy. No. Port Blair-80, dated 31st May 1911) of the Port Blair Jail Department are to be treated as being in superior service.

*Calcutta Mint.*

G. I. Fin.  
147,  
12-1-86.  
Dy. G. A.-  
271 of 1892-  
93.

455. The undermentioned employés of the Mint and Assay Offices are to be treated as superior:—

Mint.—*On pay exceeding ₹10 per mensem—*

Employés of the Melting and Annealing Departments except those solely engaged in the weighing and coinage of bullion.

*On pay exceeding ₹15 per mensem—*

(a) Mistries of the following trades, *viz.*, blacksmiths, moulders, pattern-makers, carpenters, braziers, turners, vicemen or fitters, and bricklayers.

(b) Tindals or Muccadums of all departments.

(c) Head die-setters, head cutters, head engravers, and head stokers, also gaugemen in the laminating rooms.

(d) Head potdars or weighmen, also examiners in the automaton weighing rooms and all master weighmen.

Assay Office.—Weighmen, laboratory men, furnacemen, and stillmen on ₹10.

*Record suppliers of the Comptroller General's office.*

G. I., F. D.,  
4730-P.,  
3-10-95.  
Dy. G. I.-  
961.

456. The services of Record Suppliers of the Comptroller General's office are superior and their designation has been changed to that of record clerks.

*Pressmen.*

L. S. P. R.-  
119, 23-9-05.

457. In the case of Pressmen, inferior gratuity is admissible for the periods for which the earning was less than ₹15 per mensem.

*Thirty years' inferior service plus less than ten years' superior service gives inferior pension.*

G. I., Fin.,  
2994-P.,  
29-6-95.  
Dy. 512.

458. The case of an officer who has rendered thirty years' qualifying service in the inferior scale in addition to qualifying service of less than ten years in the superior scale falls under clause (a) and not under clause (b) of Article 398, and he is entitled to a pension only under clause (a).



*Interpretation of the last sentence of Article 398.*

G. I., F. D., 718-P., 9-2-00. **459.** The last sentence of Article 398, Civil Service Regulations, C. S. R.—refers to clause (b), and not to clause (a) of that article. (Allahabad.) 398.

*Service under an Excluded Local Fund.*

Dy. P. N.-1391, 13-3-05. **460.** Service under an Excluded Local Fund cannot be taken into account for the purposes of Article 398, Civil Service Regulations.

*Pressmen and Press servants.*

B. 871 of 1909-10. **461.** Pressmen whose work is merely to print should be treated as inferior if the emoluments fall below ₹15 per mensem. But Press servants who compose and do clerical duties come under the ordinary rule.

*Calculation of gratuity admissible to a pressman for his inferior service.*

L. S. P. R.-122, 19-9-10. B.-630 P. N., 1910-11. **462.** The inferior gratuity of a pressman whose service qualifies for pension under Note 2 under head "Printing Establishment" in Appendix 7A (ii), Civil Service Regulations, should be calculated at the rate of pay which he received at the end of the first half of his service prior to 1st April 1894.

## CHAPTER XVII.—RULES FOR RECKONING SERVICE.

## SECTION I.—SPECIAL ADDITIONS.

F. & C. Dept., 7505-Ex., 15-12-03. Dy. G. I.-1779, 16-12-03. **463.** An addition of ten years to service is sanctioned as a special C. S. R.—case in the case of Mr. B. Coventry, Director of the Agricultural College<sup>403</sup> and Research Station at Pusa, at the age of 43. He is also exempted from the operation of Article 478, Civil Service Regulations.

*Special duty of a Principal of College.*

L. S. P. R.-109, 17-8-06. **464.** The periods of special duty of a Principal as Inspector of C. S. R.—Schools should be treated as qualifying service for the purposes of<sup>404</sup> Article 404, Civil Service Regulations.

*Application of Article 406, Civil Service Regulations.*

G. I., F. D., 3421-P., 2-7-10. Dy. G. I.-1328. **465.** Although Article 406 has been removed from the 5th Edition C. S. R.—of the Civil Service Regulations, the orders contained in it will remain<sup>406</sup> in force apart from the Regulations in any case in which the circumstances to which it applied have not ceased to exist.

## SECTION II.—PERIODS OF LEAVE.

## SUPERIOR SERVICE.

*Leaves out of India.*

L. S. P. R.-158, 7-11-06. **466.** The leaves of an officer out of India should always be ascer- C. S. R.—<sup>408</sup> tained before a report is made as to his claim to pension.

*Interpretation of Note 2 under Article 408, Civil Service Regulations.*

U. O. G. I., F. D., 537-I., 7-3-08. **467.** The term “commencement of service” in this note means “actual commencement of service qualifying for pension in India.”

U. O. 777, 10-3-08, and 607, 28-1-08. If by special contract, an addition of British service or an addition of a number of years is made to the actual Indian service, the service in India will be taken into consideration in finding out *total service* as used in this note.

The same rule will apply to the cases of Messrs. Wilson and Adams as in the case of Mr. Grundy of the same Department.

F. & C. Dept., 627-P., 4-2-05. Dy. G. I.-2247. **468.** Leave granted under Articles 336 to 338 of the Civil Service Regulations may be treated as qualifying for pension under the provisions of Article 408, Civil Service Regulations, even though, under the operation of Article 335, Civil Service Regulations, no leave allowance is drawn.

*Piece-worker's leave.*

L. S. P. R.-  
5, 12-4-05.

**469.** The medical leave of a piece-worker cannot be treated as service C. S. R.—  
qualifying for pension under Article 408 as under Article 208, Civil 408.  
Service Regulations, he is entitled to no allowance during such leave.

*Departmental leave.*

L. S. G. R.-  
12, 17-5-07.

**470.** When the departmental leave of an officer is intercepted by C. S. R.—  
leave without pay, the whole leave should be commuted to leave without 409.  
pay.

*Departmental leave at the termination of service.*

15-G. R.,  
24-4-08,  
and L. S. P.  
R.-54,  
14-6-05.

**471.** Departmental leave at the termination of service does not count  
even in the case of inferior servants as the leave cannot be commuted to  
leave without pay under Article 421, Civil Service Regulations.

*Leave of Police Subordinates undergoing instruction.*

G. I., F. D.,  
3655-P.,  
14-6-07.  
Dy. G. I.-  
897.

**472.** The time spent by the Police subordinates in pensionable service C. S. R.—  
while undergoing instruction will count as service for pension. 411.

*Police Subordinates.*

G. I., F. D.,  
3655-P.,  
14-6-07.  
Dy. G. I.-  
897.

**473.** Addendum No. 235, dated the 26th November 1906, should  
not be regarded as cancelling the orders contained in Government of  
India, Home Department, No. 916-25, dated the 27th September 1904.  
The term "Police subordinates," in the orders of 1904, includes also  
candidates for direct appointment to the Subordinate Police Service.  
The time spent by the Police subordinates in pensionable service while  
undergoing instruction shall count as service for pension and they  
should be treated as on duty.

*Deputy Superintendents of Police.*

G. I., For.  
D., 737,  
16-7-09;

**474.** (1) Officers holding pensionable appointments in other depart-  
ments of Government service who may be appointed Deputy Superin-  
tendents of Police count as service for pension the time spent in the  
training school.

G. I., F. D.,  
5820-P.,  
18-9-07.  
Dy. G. I.-  
1716,  
21-9-07.

(2) Candidates for direct appointment who are not already in  
pensionable Government service may, similarly, on confirmation as  
Deputy Superintendents, count the period of that training as service for  
pension.

*Teachers in Ajmer-Merwara in the course of instruction.*

G. I., For.  
D.,  
4823-I.A.,  
17-12-07,  
conveyed in  
G. I., F. D.,  
7716,  
26-12-07.  
Dy. G. I.-  
2680,

**475.** Teachers in Ajmer-Merwara, who may be deputed to receive  
training in the Training Institution of other provinces, may be allowed  
to count for pension the time spent in the course of instruction.

*Leaves of Inferior Servants.*

G. I., F. D., 2017-P., 12-4-05.  
Dy. G. I.-66, 15-4-05.

**476.** The amount of privilege leave that might have been given C. S. R.— should be calculated on the net service after deducting long leave of 414. all sorts actually taken from the total service for the purposes of finding out the total leave that counts in the case of an inferior servant under Article 414, Civil Service Regulations.

*The amount of the periods of Leave of an Inferior Servant to be counted under Article 414, Civil Service Regulations.*

G. I. Fin. 8147-P., 26-12-04.  
Dy. 1966.

**477.** In determining the periods of leave without allowances, enjoyed by an inferior servant, to be reckoned as service qualifying for pension, each period should not be taken by itself, but all the leave taken with or without allowances should be added together and so much of it as does not exceed the leave, that might have been granted with allowances under the rules treated as qualifying service and the remainder, if any, rejected as non-qualifying.

*Season Establishment.*

G. I. Fin. 7820-A., 13-12-04.  
Dy. 1835.

**478.** An inferior servant belonging to a season establishment who is on leave without allowances for a period covering that during which the establishment is employed, as well as that during which the establishment is not employed, is not entitled to the concession of counting the whole period of leave without allowances as service for pension under Article 414, Civil Service Regulations. He can count only as much of the period as fulfils the conditions laid down in Article 369, Civil Service Regulations.

## SECTION III.—SUSPENSION, RESIGNATION, ETC.

*Resignation of temporary Service in continuation of permanent Service.*

L. S. P. N.— 1569, 4-4-05.

**479.** The previous service of an officer who is transferred to a C. S. R.— temporary appointment is forfeited by his resigning the temporary 418. appointment and taking up another temporary appointment of his own accord.

*Archæological Survey Department.*

L. S. P. R.— 170, 17-11-08.

**480.** The service of the members of the Archæological Survey C. S. R.— Department interrupted on account of reduction of establishment when 420. the establishments were only temporary before the orders of 1886 were issued will not be held to have been vitiated under the operation of Articles 368 and 420.

*Transfer to non-qualifying service as a punishment.*

L. S. P. N.— 565, 3-8-04.

**481.** Transfer to a temporary establishment as a punishment entails forfeiture of past service,



*Interruption in the previous Army Service of a Port Blair Policeman.*

L. S. P. N.-  
38, 17-4-03.

**482.** The rule in Article 420 does not apply to a soldier transferred C. S. R.—to the Port Blair Police under Military Department No. 526-E.S., dated <sup>420.</sup> the 25th October 1880, who had an interruption in his previous Army Service.

*Suspension not followed by reinstatement.*

L. S. P. N.-  
76, 4-7-  
07, and  
G. I., F. D.,  
5373-P.,  
27-11-99.  
Dy. G. I.-  
1214.

**483.** If an officer is suspended and applies for pension without being reinstated, he is not eligible for any pension without the orders of the Secretary of State.

*Closure of Salt Refinery.*

L. S. P. R.-  
228, 23-3-06.

**484.** Interruption caused by the closure of salt refinery does not entail forfeiture of past service.

*Joining time.*

L. S. P. N.-  
83, 23-7-07.

**485.** An officer going from one temporary appointment to another is not entitled to joining time. Previous service of an officer would be forfeited only if his new post was not created until he joined it and in that case condonation under Article 422, Civil Service Regulations, would be required. In the case of transfer from one sanctioned appointment to another, the joining time is allowed.

L. S. P. R.-  
261, 29-2-08.

**486.** Joining time would not qualify if no allowances were admissible under Article 190, Civil Service Regulations.

**Condonation of Interruptions and Deficiencies.***Powers of Local Government when gratuity is provincial.*

G. I., F. D.,  
888,  
13-2-84.

**487.** In cases in which a gratuity is a Provincial charge, a Local C. S. R.—Government is competent, under the operation of Article 422, to condone <sup>422.</sup> interruptions in service, whatever their duration, provided the commuted value of the gratuity according to Appendix No. 10 of the Civil Service Regulations does not exceed a pension of ₹50 a month. (Allahabad.)

*Interruption in Settlement Service.*

Dy. G. I.-  
504,  
14-6-04.  
G. I., F. D.,  
6277-P.,  
14-9-03.

**488.** A Local Government cannot condone under Article 422, Civil Service Regulations, an interruption between an officer's non-qualifying service in the Settlement Department and his subsequent qualifying service in order to make the former service qualifying for pension under Article 381 (b), Civil Service Regulations.

*"Proposed pension" defined.*

G. I., F. D.,  
1865, 9-7-85.

**489.** The expression "proposed pension" in Article 422 (ii) means "the pension to be granted" and not the pension admissible under ordinary rules. (Allahabad.)

*Condonation of deficiencies in excess of 3 months.*

L. S. P. N.-] **490.** The sanction of the Secretary of State is necessary for con- C. S. R.—  
 128, nation of a deficiency exceeding 3 months. 423.  
 19-5-05.

*Powers of condonation include powers of reviving.*

G. I. Fin. **491.** The powers of condonation specified in Article 422 carry with  
 5469-P., them the power of reviving service rendered prior to interruptions, but  
 23-12-97. forfeited under Article 418 (a).  
 Dy. G. I.-  
 1225.

*Service not "counting for pension."*

G. O. 1193- **492.** The expression "but not counting for pension" in lines 7  
 Pen., and 8 of this Article (423) covers the following cases:—  
 17-12-96.

- (1) Previous service of an officer vitiated by resignation of his public service or dismissal from it.
- (2) Acting service followed after an interruption by permanent service. (Madras.)

*Powers regarding condonation may be exercised in cases under Article 398.*

G. I. Fin. **493.** The power possessed by a Local Government regarding the C. S. R.—  
 5379-P., condonation of deficiencies in service under Article 423 (1) may be 423(1).  
 21-12-96. exercised in cases in which the amount of pension or gratuity is regulated by Article 398.

*Actual service not counting for pension.*

G. I., F. D., **494.** Service which counts for pension under military rules, though C. S. R.—  
 4962-P., not under the civil rules, should not be treated as "actual service not 423 (2) (a).  
 26-9-01. counting for pension," for the purposes of Article 423 (2) (a), Civil  
 Dy. G. I.- Service Regulations.  
 991.

*Interruptions and concessions under Articles 423 and 398 cannot be combined.*

G. I. Fin. **494A.** The concessions allowed by Articles 423 (2) and 398 cannot be  
 1757-P., combined, and if the officer elects to count the superior and inferior  
 18-4-96. portions of his service separately, the portions of the service counting for pension under the superior and inferior scale should be the portions actually passed in service and not periods calculated by first applying the rule regarding condonation of deficiency in superior service in consideration of additional inferior service.

## CHAPTER XVIII.—CONDITIONS OF GRANT OF PENSION.

### SECTION II.—COMPENSATION PENSION.

*Permanent appointment under Government abolished while the holder of that appointment was in Foreign Service.*

G. I., F. D.,  
880-E. C.,  
11-3-07, and  
1687-E. C.,  
15-5-07,  
conveyed in  
F. D.  
3444-P,  
3-6-07.  
Dy. G. I.-728.

**495.** An officer in foreign service should be held to have lost his C. S. R.—  
lien in foreign service from the date on which his office in British 426.  
service was abolished and no contribution could be received after that  
date. He should be regarded as having retired from Government service  
from that date and he should thereafter be permitted to draw the pension  
to which he is entitled in addition to the salary which he receives at the  
time from his foreign employer.

*Calculation of savings referred to in Article 429 of officers whose service qualifies under Article 380, Civil Service Regulations.*

F. & C. Dept.,  
6611-P,  
29-10-03.  
Dy. G. I.-  
1473.

**496.** In the case of men whose service qualifies under Article 380, C. S. R.—  
Civil Service Regulations, a reduction in their number should be con- 429.  
sidered as an abolition of their appointments within the meaning of  
Article 426, and the saving in such cases should be calculated on the  
average earnings of the last six months of service on the principle laid  
down in rule 1 under Article 486, Civil Service Regulations.

**497.** The saving referred to in Article 429, Civil Service Regula-  
tions, should be calculated in accordance with the method prescribed in  
Article 150, Civil Service Regulations, in the case of the men who hold  
progressive appointments.

*Grant of furlough after discharge.*

L. S. P. R.-  
296, 22-7-08.

**498.** A man discharged on the reduction of the establishment which  
causes no saving to Government cannot be granted furlough as he has  
then no substantive appointment nor is it possible to comply with the  
requirements of Article 214, Civil Service Regulations; and his case  
should be referred to the Government of India.

*Notice of discharge.*

*Emoluments not to be reduced.*

G. I. Fin.  
3422-P,  
8-8-93.

**499.** A permanent servant served with notice of discharge shall C. S. R.—  
suffer no reduction in his total emoluments for three months counting 436.  
from the date of the notice.

*Adjustment of gratuity.*

C. G.-1545,  
27-10-00.  
Dy. C. O.-  
284.

**500.** The gratuity paid in lieu of notice on abolition of an appoint- C. S. R.—  
ment should be charged to the particular department to which the pay 436.  
of the appointment was debited before its abolition. (Bengal.)

*Period of notice after discharge on Compensation Pension.*

L. S. P. R.-  
108, 15-7-07.

**501.** If no pay in lieu of discharge is paid, the pension should take  
effect from the date of discharge.

*Transfer to non-qualifying appointment.*

G. I., F. D.,  
4909,  
31-4-82.

**502.** If an officer is transferred to a non-qualifying appointment in C. S. R.—  
the interests of the public service and under orders of a competent 437 and 438.  
authority, he is entitled to a compensation pension if discharged on  
abolition of that non-qualifying appointment. (Allahabad.)

*"Pension" as used in Article 440, Civil Service Regulations.*

G. I., F. D.,  
6364-P.,  
31-12-94.  
Dy. G. I.-  
1405.

**503.** The term "pension" as used in Article 440, Civil Service C. S. R.—  
Regulations, includes gratuity and that article applies in cases coming 440.  
under Article 398 (b) either to the pension or gratuity on the superior  
scale or the gratuity on the inferior scale.

## SECTION III.—RULES REGARDING MEDICAL CERTIFICATES.

*Invalid Pension.**Certificate by a Board in Baluchistan.*

G. I., F. D.,  
1412-P.,  
25-3-95.  
Dy. G. I.-  
1870.

**504.** The procedure of invaliding a Police officer in Baluchistan by C. S. R.—  
a military invaliding committee will be alternative only as in the case 442.  
of the Punjab.

*Medical Board at Hyderabad.*

Comptr.,  
C. P., Pen.-  
1342,  
12-5-04.  
Dy. Pen.-  
255,  
14 5-04.

**505.** The posts of the Principal Medical Officer, Hyderabad Contin-  
gent and Sanitary, Berar, having been abolished, the Residency Surgeon,  
Hyderabad, and Staff Surgeon, Secunderabad, will convene at Hyderabad  
in the first week of May and November of each year.

*Medical officers competent to grant certificates.*

G. O. 767-  
Pub., 24-7-96.

**506.** Commissioned Medical Officers, District Medical and Sanitary  
Officers and Civil Surgeons are alone authorised to grant *certificates of*  
*unfitness for further service.* (Bengal.)

G. I., R. A.,  
674-154-1,  
29-2-08;  
F. D., 1454-  
P., 10-3-08.  
Dy. G. I.-  
3481.

**507.** The power to accept medical certificates (limited to cases in  
which the powers under Articles 914 and 918 may be exercised) of officers  
under his orders who are not appointed directly by the Government of  
India has been delegated to the Inspector General of Forests.



*Inferior Servants.*

L. S. P. N.- 508. The certificate granted by a single Commissioned Medical Officer C. S. R.—  
956, 20-3-07. or Medical Officer in charge of a Civil Station may be held as sufficient. 442.

Supdt., Port 509. The same practice is observed regarding policemen on receipt  
Blair, 2055, of pay not exceeding ₹20 per mensem or under in Port Blair.  
4-12-93.

Dy. P. N.-  
434.

*Inferior Servants.*

L. S. P. R.- 510. The requirements of Article 443, Civil Service Regulations, C. S. R.—  
84, 29-7-08. need not be insisted upon in the case of an inferior servant invalidated for 443.  
general debility while his age is less than 55 years and the medical officer  
certifies him to be of over that age.

*Senile cataract, etc.*

L. S. P. R.- 511. Senile cataract, arterial changes consequent on senile decay,  
102, 1-8-07; general nervous-breakdown, and commencing cataract may be treated as  
G. R.-32, specific diseases as they may come before a man reaches the 55th year of  
3-8-07; his age.  
P. R.-467,  
11-10-07;  
P. R.-690,  
12-1-06.

*Defective vision.*

L. S. P. R.- 512. When a man is incapacitated by a single medical officer on C. S. R.—  
55, 11-6-07. account of defective vision, a reference should be made to the medical 444.  
officer to ascertain whether the defective vision is a specific disease for  
the purposes of Articles 444 and 478 (a), Civil Service Regulations.

*Incapacity on account of Drug Habit.*

L. S. P. R.- 513. Unsoundness of mind caused by drug habits is a sufficient C. S. R.—  
66, 2-8-05. cause for invaliding an officer. 454.

*Incapacity on account of Syphilis.*

G. I. C. & I., 514. The views of the Government of India regarding cases in  
7694—215, which retirement is due to invaliding on account of syphilis are clearly  
17-8-08, con- expressed in Financial Department letter No. 4421, dated 8th November  
veyed in 1904, to the Punjab Government. The decision in each case must be  
F.D. 5031-P., left to the sanctioning authority. The audit officer should certify the  
31-8-08. applicant's title to pension or gratuity with some such proviso as the  
Dy. G. I.- following:—  
1375.

“Provided the sanctioning authority is of opinion, on considera-  
tion of the medical certificate and other evidences as to  
habits and character, that the incapacity has not been  
proved to be caused by irregular or intemperate habits.”

G. I., F. D., 515. The mere fact that an officer has suffered from syphilis taken  
3896, by itself is not sufficient to bring him under the operation of this article.  
22-8-99. (Bengal.)

*Date of Medical Certificate.*

- L. S. P. R.- 516. Date of medical certificate means the date on which it is C. S. R.-  
141, countersigned by the Board when necessary. 455.  
18-9-08.

*Local Government.*

- L. S. P. R.- 517. In respect of the officers serving under a department of the  
290, Government of India, the sanction of the Finance Department will be  
25-3-08. required for counting an officer's service after the date of his medical  
certificate as that Department only has the powers of a Local Govern-  
ment in this case.

*Application of the rule in Article 455, Civil Service Regulations, in the case of an officer whose age is 55 years or over.*

- L. S. P. R.- 518. The sanction of the Local Government is required to count  
265, 28-6-02. period of service after the date of medical certificate when it is furnished  
in the case of an officer who has attained the age of 60 years.

*Retirement in case of an officer on departmental leave.*

- L. S. P. R.- 519. In case of departmental leave where the date of medical certi- C. S. R.-  
207, 9-2-06. ficate is later than the date of commencement of departmental leave, 457.  
pension should take effect from the date of the medical certificate.

**Superannuation Pension.***Invalid or Retiring instead of Superannuation Pension.*

- G. I. Fin. 520. An officer of superior service who retires after the age of 55 C. S. R.-  
3466-P., years may be granted an invalid or retiring pension if he has fulfilled the 459.  
12-8-96. conditions necessary to render him eligible for such a pension.  
Dy. 684.

*Age—when exact date not known.*

- G. I. Fin. 521. In the case of an officer whose year of birth is known but not  
3836-P., the exact date, the Local Government may adopt the rule that the 1st  
3-10-96. July should be treated as the date of birth for the purpose of determin-  
Dy. 801. ing when he should be held to attain the age of 55 years. Similarly,  
G. I. F. D., if only the year and month of birth are known, the 16th of the month  
7455-P., is taken to be the exact date of birth for purposes of pension.  
24-12-07.  
Dy. G. I.- 2674.

- G. I. Fin. 522. Government pleaders are not subject to the operation of Article  
1855-P., 459 (a).  
25-4-96.  
Dy. G. I.- 127.

*Alteration in the date of birth of the non-gazetted subordinates of the Mint and Assay Offices.*

G. I., F. D., 4301-  
C. S. R., 13-7-11.  
Dy.  
Accts., 2457,  
(P. N.-1082),  
Bundle  
368 of 1911-  
12.

**523.** The Government of India have delegated to the Comptroller C. S. R.—General power to sanction alteration in the dates of birth entered in 459. the service-books of non-gazetted subordinates of the Mint and Assay Offices.

A. G. G. 805-  
699,  
23-7-90.  
Dy. T. A.-  
353,  
28-5-02.

**524.** To the Commissioner, Ajmer-Merwara, has been delegated the C. S. R.—power of sanctioning extensions of service in respect of non-gazetted 459 (a). subordinates under the Ajmer Commissionership.

F. & C. Res.  
305-P.,  
21-11-05.  
Dy. G. I.-  
2119, 25-1-  
05.

**525.** In the case of gazetted officers under the Government of India and all Local Governments and Administrations, recommendations for extensions of service should not be submitted more than six months before the date on which the officer would, in the absence of special orders, retire.

G. I., F. D.,  
6691-F. E.,  
21-12-10.  
Dy. G. I.-  
3343.

**526.** The Comptroller and Auditor General has been delegated the power of granting extensions of service to Chief Accountants and Chief Superintendents, subject to the conditions prescribed in Article 459, Civil Service Regulations; such extensions should, however, be reported to the Government of India for information when they have the effect of retaining an officer in service after the age of 60.

*Geological Survey officers appointed in England.*

Notn. 4566-  
P., 20-9-95.  
I. G. P. 787.

**527.** The rule in Article 459 (a), Civil Service Regulations, applies to officers of the Geological Survey appointed in England.

*Application of Article 459, Civil Service Regulations, as to retirement at 55 years of age to officers of Public Works Accounts.*

S. S.  
19-Finl.,  
24-2-11;  
F. D. 1763-  
F. E.,  
21-3-11.  
Dy. G. I.-  
4477.

**528.** The officers of the late Superior Accounts Branch of the Public Works Department and all officers in the amalgamated Department, both present incumbents and future entrants, are transferred from the jurisdiction of Civil Service Regulations, Article 650, under which they are required to retire at the age of 55, to that of Article 459, in accordance with which their service may be extended beyond this age by the orders of Government.

*Service partly inferior and partly superior.*

G. I. Fin.  
1194-P.,  
17-3-96.

**529.** An officer claiming a superannuation pension for his superior C. S. R.—service under Article 464 can, under Article 398; also be granted a 460. separate invalid gratuity for his inferior service previously rendered by him without submitting a medical certificate of unfitness for further service.

*Extension of service to Gazetted Officers in the Survey of India Department.*

G. I. Fin.  
997-P.,  
28-2-98.  
Dy. 1539.

**530.** The Government of India have been empowered by His Majesty's Secretary of State to grant, without previous reference to him, extensions of service to officers in charge of Survey Parties, where the compulsory retirement (*vide* Article 461) of such officers in the middle of the survey year, which closes at the end of September, entails much inconvenience—provided the extension in no case exceeds six months, and is granted solely for the benefit of the public service.

*Delegation of power of granting extensions.*

F. D. 5423,  
25-11-90.  
Dy. G. I.-  
1071.

**531.** The power of granting extension up to 60 years has been delegated to all Accountants General and Comptrollers.

G. I., F. D.,  
586-E. O.,  
18-10-05.  
Dy. G. I.-  
1843.

**532.** The names of Accountants General who are not members of C. S. R.—the Indian Civil Service, and who will attain the age of 55 years or who having previously attained that age have been granted extension of service for a time which will expire between 1st April and 31st March of the year to which the statement in question refers, should be included in the statement annually submitted by this office to the Government of India under Article 463, Civil Service Regulations.

*Optional retirement at fifty-five.*

L. S. Pen.-  
952, 23-3-  
06, and Pen.-  
48, 12-4-06.

**533.** A person is not debarred from availing himself of the concession in Article 464, Civil Service Regulations, simply because he did not exercise his option immediately on attaining the age of 55 years and consequently he cannot be considered as retiring on grounds of inefficiency if he retires of his own accord when the extension is over. The question when an officer above 55 years of age retires on grounds of inefficiency under Article 459, Civil Service Regulations, or at his own option under Article 464, Civil Service Regulations, is one of fact and it should be recorded on the pension application in accordance with Article 912, Civil Service Regulations.

*Combined appointments.**Principle of the rule.*

G. I., F. D.,  
2470-P.,  
24-5-95.

**534.** The rule that an officer holding two appointments may not retire on pension from one only is based upon the principle that superannuation pensions should not be given to officers who are sufficiently efficient for the discharge of their duties, and that any arrangement which encourages officers to seek superannuation while they are or can make themselves efficient causes unnecessary expense to Government. (Madras.)



**Compensation Allowance.**

R. & A. 535. The expression "Compensation allowance" which occurs in C. S. R.—  
(Forests Article 473, Civil Service Regulations, means the pension given to an 473.  
Dept.) to the officer, whose appointment is abolished, in order to compensate him for  
Colonial Secy., 319-F., the loss of office under Section VII of the English Superannuation Act  
12-4-00, of 1859, 22 Vict., cap. 26.  
conveyed in  
F. D.  
1942-P.,  
21-4-44,  
Dy. G. I.-  
112.

## CHAPTER XIX.—AMOUNT OF PENSIONS.

## SECTION II.—AMOUNT OF SUPERIOR PENSION.

*Rules regarding the grant of special additional pension.*

G. I. Fin. 3647-P., 19-7-00.  
Dy. G. I.-634.

**536.** The entry "Commissioners of Divisions" under "General Administration" includes the Commissioner of Coorg. C. S. R. - 75.

G. I., R. & A. Dept., 16-218-1-F., 16-6-09.  
Dy. G. I.-799; and F. D. 3252-P., 29-6-09.  
Dy. G. I.-905.

**537.** In supersession of Revenue and Agriculture Department Resolution No. 26-F.—214-4, dated 12th December 1908, the Governor General in Council, with the sanction of His Majesty's Secretary of State, is pleased to direct that all Conservators of Forests who have rendered not less than three years' effective service in any grade may, provided they have shown special energy and efficiency during such service, be allowed by the Government of India an additional pension of Rs. 1,000 per annum under Article 475, Civil Service Regulations, subject to the condition that if a Conservator voluntarily retires and has served only in the 2nd or 3rd grade or has rendered less than three years' active service, in the 1st grade, he must have completed 28 years' total qualifying service in order to be eligible for the concession.

G. I., F. D., 3842-P., 1-9-98,  
conveyed in Dy. Comptr. General's 978, 9-9-98.  
Dy. C. O.-154;  
and C. G.'s 2565, 15-2-04.  
Dy. G. I.-2236.

**538.** Communicates an order of the Secretary of State to recognise the objection which exists to the grant of a pension in excess of that laid down by the rules. In England, the scale of superannuation is prescribed by an Act of Parliament and cannot be exceeded and that departure from them in India should be extremely rare and should be permitted when the service is of a nature not ordinarily falling within the duty that may be expected from an officer who has been promoted to the highest position in his department.

Special pensions should be granted under wholly exceptional conditions.

*Interpretation of the expression "officers holding any of the appointments" in line 1 of Article 475, Civil Service Regulations.*

L. S. P. N. 37, 18-4-11.  
Bundle 35 of 1911-12.

**539.** The expression "holding any of the appointments" in line 1 of Article 475, Civil Service Regulations, should be interpreted to mean "holding any of the appointments at the time of retirement" and not at any time during service.

*Reduction in certain Cases.**No reduction if invalided on account of specific disease.*

G. I. Fin. 4124-P., 26-9-96.  
Dy. 288.

**540.** An invalid pension granted to an officer retiring after the age of 55 is not liable to reduction under this article if he is invalided on account of some specific disease and not on account of incapacity for further service due to old age and natural decay from advancing years. C. S. R. - 478 (a).

*"Qualifying service" defined.*

G. I., F. D., 797-P, 2-4-03. **541.** In the case of officers whose service has been partly inferior C. S. R.—and partly superior the term "qualifying service" in this article means 478 (a). qualifying superior service only. (Allahabad.)

*Hyderabad Railway Police.*

L. S. P. R., 92, 19-7-06, and P. R.-48, 3-6-07. **542.** The provisions of Article 478 (a), Civil Service Regulations, will be applied to the members of the Hyderabad Railway Police for the portion of their service under Government and the two services will be dealt with separately.

L. S. P. R., 197, 22-1-07. **543.** The provisions of Article 478 (a), Civil Service Regulations, are not applicable to the case of an officer whose qualifying service began after he was one day over 30 years of age.

*Relaxation of Article 478 (a), Civil Service Regulations.*

G. I., F. D., 2173-P., 30-4-10. Dy. G. I.-367. **544.** The Government of India have delegated to all Local Governments the powers vested in them under Note 1 to Article 478 (a), Civil Service Regulations, to relax the rule contained in that article in cases when the maximum pension admissible does not exceed ₹100 a month, or when, though the maximum pension exceeds that amount the enhancement of pension involved does not exceed ₹10 a month.

*Previous qualifying service in case of Police.*

G. I., F. D., 3904, 22-7-01. Dy. G. I.-663. **545.** The term "previous qualifying service" under Note 1 to C. S. R.—478 Article 478 (a) should be interpreted to mean all Police service which (a), Note 2. qualifies under Article 503, Scale B, Civil Service Regulations.

*Fixed limits in the case of the men of the Hyderabad Railway Police.*

L. S. P. R., 61, 20-6-07. **546.** In the case of the men of the Hyderabad Railway Police, "fixed C. S. R.—limit" in this article would apply to the pension after the reduction in 478 (b). 478 (a), Civil Service Regulations, has been made since the reduction applies only to a portion of the pension while the fixed limit applies to the whole pension.

*No reduction if appointed to Inferior Service before 25 years.*

G. I. Fin., 2596-P., 25-5-94. **547.** The word "service" in line 3, Article 479, includes inferior C. S. R.—service. When, therefore, an officer who was appointed to inferior 479. service before attaining the age of 25 years is promoted to superior service after that age his pension is not subject to reduction under Article 478 (a).

F. D. 1125, 7-3-00, received with Compt., P. O., Mis.-592, 17-9-02. Dy. Pn.-496. **548.** The age for the purpose of reducing the pension of the postmen under note to Article 479, Civil Service Regulations, should be the age at commencement of their qualifying service in inferior grades, and that in the case of other officers, age means the age at the commencement of qualifying service in superior grades. No reduction is made in the pension of any officer promoted to superior service if he entered qualifying service in inferior grades before the age of 25.

*Exemption from reduction in certain cases and re-employment.*

- G. I., F. D., 2596-P., 25-5-94.  
Dy. G. I.-288.
549. A man entered Government service on R10 in 1849. In 1862 C. S. R. 473. his post was abolished; he was re-employed in 1873 on R100 per mensem and retired in 1893. It was held that he would be regarded on re-employment as having been promoted from inferior to superior service for the purposes of Article 479, Civil Service Regulations, and that the word "service" in line 3 of that article includes inferior service. The pension is therefore not subject to reduction under Article 478 (a), Civil Service Regulations.

## SECTION III.—AMOUNT OF INFERIOR PENSION.

*Last pay for calculating gratuity of an inferior servant, on leave.*

- L. S. G. R.-36, 18-2-07.
550. (1) The last pay drawn by an officer in inferior service should be taken for calculating gratuity on the inferior scale when he is on leave immediately before retirement. C. S. R.-481.
- L. S. Pen.-1559, 4-4-04.
- (2) If an inferior servant's pay is reduced during his leave without pay just before retirement his gratuity should be calculated on the reduced pay.

## SECTION IV.—ALLOWANCES RECKONED FOR PENSIONS.

*Calculation of average emoluments of an officer drawing commission who was deputed for a short time to temporary duty on fixed pay during the last three years of his service.*

- G. I., F. D., 3000-P., 24-5-07.  
Dy. G. I.-656.
551. In the calculation of average emoluments of an officer drawing commission who was deputed to temporary duty for some time during the last three years of his service and drew pay, the commission earned by him during the three years should be divided by the period for which he was in his substantive appointment during those years, the period of deputation being disregarded. C. S. R.-486.

*Central Press.*

- G. I. Fin. 1744-P., 24-4-93.  
Dy. 101.
552. The average emoluments of employes in the Central Press on fixed pay are calculated on fixed pay, although they may have been paid at piece-rates for some portion of their service, or their salaries and overtime allowance drawn in the same bill with the earnings of the establishment employed on the piece-work system.

*Average earnings of Sub-Registrars.*

- F. D. 5422-P., 20-11-05.  
Dy. G. I.-1977.
553. In calculating the average earnings under Article 486 (c), Civil Service Regulations, in the case of a Sub-Registrar on fixed pay and in receipt of a commission on registration fees, who was on leave during the last six months of his service, the principle of rule 1 to Article 487 of the Regulations should be applied.



*The term "emoluments" applies to the case of gratuity only.*

G. I., F. D.,  
4633-P.,  
27-10-93.  
Dy. G. I.-  
953.

554. The definition of the term "emoluments" as used in clause (c) C. S. R.— of Article 486 applies to the case of gratuity only, and not to a pension. 486. In cases in which fees or commission are drawn in addition to pay, pension should be calculated on "average emoluments" as defined in Article 487. (Burma.)

L. S. P. R.-  
22, 23-4-07,  
and P. R.-  
21, 15-5-08.

555. The sub. *pro tem.* allowance of an officer in place of a man who is on deputation within the meaning of Article 90 (2), Civil Service Regulations, does not form a part of emoluments. (486, Civil Service Regulations.)

*Allowances drawn during sub. pro tem. appointment.*

L. S. P. R.-  
33, 11-5-07.

556. An officer cannot count his sub. *pro tem.* allowances if he is made sub. *pro tem.* in chain of an arrangement in place of a senior incumbent appointed to a post sanctioned for an unlimited period.

L. S. P. R.-  
220, 27-2-07;  
P. N.-934,  
17-3-06.

557. The sub. *pro tem.* allowance of an officer who has a substantive appointment cannot be counted as part of "emoluments" for pension if he is made sub. *pro tem.* in place of an officer holding a temporary appointment which subsequently is made permanent.

L. S. P. R.-  
235, 19-3-07.

558. The sub. *pro tem.* allowances of an officer in place of a man temporarily transferred cannot be treated as part of emoluments.

*Personal allowance in lieu of ration allowance.*

Extract para.  
5, G. I.,  
For. D.,  
1542-Est. A.,  
5-5-10,  
conveyed in  
G. I., F. D.,  
2466-  
F. O. & A.,  
14-5-10.  
Dy. G. I.-  
519.

559. The personal allowances sanctioned on the abolition of ration allowance to certain members of the establishment of the Meshed Agency under Government of India, Foreign Department, No. 2488-F., dated 27th August 1907, received with Government of India, Finance Department, endorsement No. 5937-Ex., dated 23rd September 1907, will not be subject to reduction or extinction under Article 61, Civil Service Regulations, but they cannot be allowed to reckon for leave allowances or pension.

*Additional salary of the members of Private Secretary to His Excellency the Viceroy's Press.*

F. D.  
5290-P.,  
16-12-96. Dy.  
G. I.-1271.  
L. S. P. R.-  
26, 15-5-05.  
L. S. P. R.-  
27, 2-5-07.

560. The additional salary of the members of the Press of the Private Secretary to His Excellency the Viceroy sanctioned in Foreign Department No. 949, dated 7th March 1892 [Dy. No. G. I.-1439] should be treated as part of "emoluments."

*Personal allowance in lieu of Simla allowance, on reorganization of the Government of India Secretariat Offices.*

G. I., F. D.,  
1705-  
C. S. R.,

561. The personal allowance granted to the clerks of the Government of India Secretariat offices, on the reorganization, to make up the difference between an officer's pay under the reorganization scheme and

18-3-11. the sum total of the pay, personal allowance and Simla allowance C. S. R.—  
Dy. G. I. received by them previous to the reorganization should not be treated 486.  
4432. as personal allowance proper counting for leave and pension.

*Remuneration of the Registration Clerk, Port Blair.*

Orders of the 562. The remuneration given to the Treasury Accountant in respect of  
Ch. Commr., his performing the duties of the Registration Clerk should be treated as  
Port Blair, local allowance.  
conveyed in  
G. I., F. D.,  
2967-P.,  
10-5-04.  
Dy. G. I.—  
283.

*Good service allowance.*

A. G., U. P., 563. "Good service allowance" which is analogous to "good con-  
T. R.— duct allowance" may be allowed to count for pension. (Forest Depart-  
17616, ment No. 333, dated 20th January 1900, to the United Provinces Gov-  
27-10-00. ernment.)  
Dy. P. R.—  
585.

*Native Assistant at Gwadar.*

G. I., 564. The allowance of Rs45 to the Native Assistant at Gwadar may  
For. D., be treated as "pay" qualifying for pension.  
1422-E. A.,  
20-4-08,  
conveyed in  
G. I., F. D.,  
2419,  
25-4-08.  
Dy. G. I.—  
236.

*Gratuity is not calculated on pay to which promoted while on furlough.*

G. I., F. D., 565. An officer promoted from lower to higher pay while on furlough  
1300, or other leave, on which he would not receive the benefit of enhanced  
7-6-83. pay till he returned to duty, cannot, if he retires with gratuity without  
rejoining his appointment, claim the benefit of gratuity calculated on  
the pay to which he was promoted while on furlough or other leave, as  
described above. (Allahabad.)

*If invalided while on long leave it is taken into account in calculating average emoluments.*

G. I., F. D., 566. In the case of an officer who has submitted a medical certificate  
5179-P., of incapacity for further service while on leave other than privilege  
10-12-96. leave, the period of leave up to the date of its termination when that is  
Dy. G. I.— later than the date of the medical certificate should be taken into account  
1235. for the purpose of calculating average emoluments.

*Interpretation of average earning in Note (b) to Article 486.*

L. S. P. R.— 567. The average earnings of an inferior servant should be calculated C. S. R.—  
177, on earnings received by him during the last six months in inferior service 486, note.  
19-11-08. and not upon the arrears received by him while he was on leave without  
pay.

*Average emoluments how calculated in the case of piece-work employés.*

G. I., F. D.,  
7479-P.,  
10-12-08.  
Dy. G. I.-  
1743.

**568.** In cases in which a piece-work employé in a press establishment is remunerated at different rates during the last three years of his service by fixed pay and piece-rates, average emoluments should be calculated on the last 72 months' service according to rule 4 under Article 487, Civil Service Regulations. C. S. R.—  
487.

In cases where a piece-work employé retires on a date other than the first day of a month and broken periods of a month have consequently to be taken into account in calculating pension, average emoluments should be calculated on the earnings of the last 72 complete months, ending on the last day of the month immediately preceding that in which the officer retires from the service, the "month" referred to being not necessarily the calendar month, but the month for which the accounts of piece-workers' earnings are made out, namely, from one date in a calendar month to the corresponding date of the next calendar month.

In cases where leave without allowances or suspension occurs during the last 72 months' service, an equal period of qualifying service rendered immediately before the period should be taken into account in accordance with the principle laid down in rule 2 under Article 487, Civil Service Regulations.

*Assistant Opium Agent paid by Native States.*

Dy.  
P. N.-452,  
1894-95.

**569.** The pension of the Assistant Opium Agents paid by the Native States who are exempted from the payment of contributions under Article 763 (k), Civil Service Regulations, should be calculated on their last pay.

*Pressman on deputation to the Simla Press.*

L. S. Pn.  
980, 13-10-  
04.

**570.** The period of deputation of a pressman to the Simla Press during which he received an increased rate of pay is allowed to count as superior.

*Officiating promotion of a piece-work employé.*

L. S. P. R.-  
263, 20-2-  
08.

**571.** The period of officiating promotion of a piece-work employé should be dealt with in accordance with the orders conveyed in Finance Department No. 3090-P., dated 21st May 1907 (Diary No. G. I.-656) in calculating his average emoluments.

*Reduction during leave in last three years.*

Letter sent,  
P. R.  
1502,  
24-3-05.

**572.** The "average emoluments" of an officer, reduced while on leave during the last three years of his service, should be calculated at the reduced rate.

*Promotion during privilege leave.*

Transit  
A. P.-131 of  
1907-08.

573. When promotion is given to an officer during the privilege C. S. R. portion of combined leave, the average emoluments should be calculated 487. on his increased rate.

*Increment during foreign service.*

L. S. P. R.-  
151, 1-10-  
07.

574. The actual pay on which contribution was paid during the last three years of his service should be taken in finding out average emoluments. No increment on which contribution was not paid should be taken into account.

*Furlough and special duty in England.*

L. S. P. R.-  
170, 17-11.  
06.

575. Pension of an officer should be calculated at the rate of pay drawn by him in India although he went on furlough in England and was on special duty there at the termination of the furlough.

*Interpretation of "Service."*

L. S. P. R.-  
235, 19-3-  
07.

576. The term "service" as used in the 2nd line of Article 487, Civil Service Regulations, means qualifying service.

*Reduction of pay while on leave.*

L. S. P. R.-  
234, 18-3-  
07.

577. In the case of a man reduced while on leave and transferred to his old office, his pay for average emoluments will be the pay which he would have drawn had he not been on leave from the date on which permanent arrangements were made in his new office.

*Recess leave.*

G. I., F. D.,  
3085-P.,  
29-5-05.  
Dy. G. I.-476.

578. When recess leave without allowances counts as service under Article 409, Civil Service Regulations, the period shall be included in the three years required for calculating average emoluments.

*Leave without allowances.*

G. I., F. D.,  
927-P.,  
15-2-06.  
Dy. G. I.-  
2733.

579. Leave without allowances in rule 2 under Article 487 is extraordinary leave granted under Article 339, Civil Service Regulations, and not furlough or other leave which but for the operation of Articles 147 (iii) and 335 would carry leave allowance, and that such leave, whether it actually carries leave allowances or not, is leave with allowances for the purposes of the rules under Article 487, Civil Service Regulations.

*Interpretation of Pay.*

L. S. P. R.-  
523, 11-9-  
02.

580. The term "pay" in this article does not include leave allowance.



*Leave without pay of a Police Officer on pay not exceeding ₹20 per mensem.*

L. S. P. R.- 60, 20-6-07; G. I., F. D., orders conveyed in A. G., U. P.'s letter Pen.- 233, 8-5-06, to A. G., Bengal.

**581.** In case of a Police officer whose pay did not exceed ₹20 at the C. S. R.-time of retirement full pay should be taken for calculating average <sup>487</sup>. emoluments during the period he was on leave without pay. (Bengal.)

*Imprisonment.*

L. S. P. R.- 185, 24-11-08.

**582.** The period of imprisonment should be treated as one of suspension (either qualifying or non-qualifying as service according to circumstances) in the calculation of average emoluments.

*Leave without pay of Piece-work Compositors.*

L. S. P. R.- 160, 28-10-08, and G. I., C. & I., 1378-1379-4, 16-2-09; G. I., F. D., 1225-P., 5-3-09. Dy. G. I.-3003.

**583.** In the case of a piece-worker leave without pay in this rule means only sanctioned periods of leave and not casual absences without allowances.

*Piece-workers' last month.*

L. S. P. R.- 110, 16-8-07; L. S. P. R.- 27, 23-5-08.

**584.** The earnings for the 2nd half of the last month shown as earning for one month after the date of retirement should be rejected, the piece-workers' month being the 16th of one month to the 15th of the next.

*Temporary increase of the Forest Department officers.*

G. I., F. D., 1352-P., 25-3-97. Dy. G. I.-1773.

**585.** The temporary increase of salary such as those given in the C. S. R.-Forest Department in the Punjab paid from contract grants does not <sup>488</sup>. count for pension. Pension should be calculated on permanent position only and an extra amount of allowances, however it accrues, should not enhance pension.

*Remuneration of Fire and Salvage Clerks of the Foreign Office.*

G. I., F. D., 4660-Ex., 21-10-98. Dy. G. I.-902.

**586.** The allowance of ₹50 a month sanctioned for the remuneration of certain clerks of the Foreign Office who will be appointed to perform the duties of the Fire and Salvage Clerks in Simla and Calcutta should be treated as local allowance not counting towards (leave or) pension.

*Allowances to Postmaster and Signallers at Pachmarhi.*

G. I., R. & A. 587. The allowance of R8 and two of R5 each paid to the Postmaster C. S. R.—  
Dept., 1416—49-2, and 2 signallers respectively for meteorological observatories at Pach-488.  
27-6-05. marhi should be treated as local allowance.  
Dy. G. I.—  
791, 30-6-05.

*Stipend of Meteorological Observers at Akola, Amraoti and Buldana.*

G. I., R. & A. 588. The meteorological stipend of one-third of the consolidated pay  
Dept., 2200 of the Civil Surgeon's clerks in Berar who perform the duties of Meteorological  
—88-2, logical Observers at Akola, Amraoti and Buldana is pension-bearing.  
conveyed in  
G. I., F. D.,  
6094-Ex.,  
30-10-05.  
Dy. G. I.—  
1828.

A. G. G., 589. In supersession of all previous orders on the subject, the Agent C. S. R.—  
Bal., 24, to the Governor General and Chief Commissioner is pleased to direct 489.  
17-1-91. that for the purposes of Article 489 (1), Civil Service Regulations, in  
Dy. T. A.— calculating the pay of Mounted Police for pension and leave allowances  
2112. R10 shall be considered as horse allowance and the balance reckoned as  
pay proper.

2nd Asstt. 590. The increase of R2 in the pay of sowars under Agent to the  
to A. G. G., Governor General's No. 565-P., dated the 15th September 1905, does  
Bal., 37-P., not relate to horse allowance and should be reckoned as pay proper in the  
1-2-06. calculation of pension. (Article 487, Civil Service Regulations.)  
Dy. Pn.-915.

*Horse allowance of Ajmer Mounted Policemen.*

D. S. Police, 591. The *Police Gazette*, North-Western Provinces and Oudh, dated  
Ajmer, 509, 3rd December 1890, page 491, shows the rates of pay and horse allow-  
16-6-91. ance of Mounted Constables employed in Ajmer as follows:—  
Dy. T. A.—  
655.

	Pay.	Horse Allowance.	Total.
Mounted Constable, 1st grade . . .	9	+ 16	= 25
" " 2nd " . . .	7	+ 15	= 22
" " 3rd " . . .	7	+ 13	= 20

*Dual rates of the vaccinators in the Punjab.*

G. I., F. D., 592. Although the 4 clauses of Article 489, Civil Service Regula-  
377-P., tions, were framed by the Government of India without reference to the  
28-1-98. Secretary of State, his sanction is necessary to their relaxation in in-  
Dy. G. I.— dividual cases. The vaccinators in the Punjab are allowed the privilege  
1370. of counting their service under Article 398, Civil Service Regulations,  
during the period they are paid at a higher rate during the working  
months and at a lower rate during the non-working months, i.e., at dual  
rates.

## CHAPTER XX.—SPECIAL RULES FOR THE POLICE.

### EXTENT OF APPLICATION.

#### SECTION I.—GOVERNMENT POLICE.

##### *Rangoon Police.*

L. S. P. R.- 593. Service in the Rangoon Police qualifies under the special rules C. S. R.—  
24, 19-4- for the Police. 494.  
99.

##### *Coorg Police Force.*

District 594. The Coorg Police Force was organized under Act V of 1861 and  
Magis.. its members are therefore eligible for the special rules for the Police in  
Coorg, Chapter XX, Civil Service Regulations.  
108-M.—2,  
8-8-00.  
Dy. P. N.-  
375.

##### *Police Forces in the Punjab.*

A. G., Pun- 595. The organized Police Force was constituted in the Punjab on  
jab, 4126-P., 1st July 1861, under Act V of 1861, with the exception of Trans-Indus  
19-6-01. Police Force to which the provisions of the Act were not extended till  
Dy. P. N.- the 4th August 1873. The Trans-Indus Police existed in the Derajat and  
268. Peshawar Divisions.

##### *Central Provinces Police.*

L. S. P. R.- 596. The Saugor Police as well as the Police Force of the Central  
383, 7-8-02. Provinces were constituted under Act V of 1861.

##### *Police in Gwalior, Sehore and on the Agra and Bombay Road.*

First A. G. 597. The Police Forces in Gwalior, Sehore and on the Agra and  
G. 4877, Bombay Road are paid from an Excluded Local Fund and hence their  
3-11-90. service does not qualify.  
Dy. Pn.-  
547.

##### *Bombay District and Khandesh Police.*

C. I. T.'s 598. Khandesh Police being included in the Bombay District Police  
order, 1-9- qualifies under the special rules.  
89.

*Police Establishments in the United Provinces of Agra and Oudh.*

A. G., U. P.,  
Pn.-32004,  
21-3-95. Dy.  
Pn.-629.

**599.** In the case of policemen of the Police establishment in the United Provinces whose salary is above ₹20 per mensem, the ordinary pension rules are applicable, but in case of officers whose salary is ₹20 and under, the special rules in Chapter XX, Civil Service Regulations, are applied. C. S. R.—  
494.

*Najib Force, Thagi and Dacoity Department.*

L. S. P. N.-  
529, 1-9-96.

**600.** Men of the Najib force of the Thagi and Dacoity Department qualifies for pension under ordinary rules and not under the special rules for the police.

*Ajmer District Police.*

Dy. 10254,  
10 3-07.

**601.** The amalgamation of the component parts of the Police Forces in the Ajmer District was sanctioned under Act V of 1861.

*Bhumia Police.*

A. G. G.,  
C. I., 4877,  
3-11-90.  
Dy. Pn.-547.

**602.** As Bhumia Police was not constituted under any of the Acts mentioned in Article 494, Civil Service Regulations, the special rules in Chapter XX do not apply to its members.

*Secunderabad Residency Bazaars and Aurangabad Police.*

G. I., For. D.,  
651-I. B.,  
18-2-07,  
conveyed in  
G. I., F. D.,  
1232-P.,  
27-2-07.  
Dy. G. I.-  
3064.  
L. S. P. R.-  
127,  
12-9-07;  
G. R.-24,  
23-7-07.

**603.** The members of the Secunderabad District Police which was constituted under Act V of 1861 are eligible for the special rules for Police from the date of amalgamation of the Police Forces in the cantonments of Secunderabad Residency Bazaars and Aurangabad, viz., from 1st April 1905. Their previous service in the cantonments specified will be pensionable under the ordinary rules, service on pay exceeding ₹10 being treated as superior.

*Quetta Cantonment and Quetta District Police.*

G. I., For. D.,  
1221-I. A.,  
21-3-01,  
conveyed in  
G. I., F. D.,  
5325-P.,  
24-10-01.  
Dy. G. I.-  
1092.

**604.** The service of the members of the Quetta Cantonment Police amalgamated with Quetta District Police qualifies from 1st April 1901, the date on which they were amalgamated. Service prior to that date qualifies from 1st April 1895 as they have paid contribution from that date [with the exception of 4 Reservists named (1) Alla Khan, (2) Soli Mulla, (3) Gurmukh Singh, (4) Gopal Singh]. C. S. R.—  
494 and 495.

**605.** The pension of the members of the Cantonment Police is regulated under Article 495 (b), Civil Service Regulations [see 103 (b), Civil Pension Code, then in force].



*Central India Agency Police.*

L. S. Pn.-  
691,  
21-8-04, and  
F. D.  
1378-Ex.,  
25-3-99.  
Dy. G. I.-  
1704.  
L. S. G. R.-  
76, 25-11-05  
and G. I.,  
For. Dept.,  
533-I. B.,  
5-2-01.  
Dy. G. I.-  
1699.  
G. I. For.  
389-I. A.,  
20-1-97.  
Dy. 1490.

**606.** The special rules for the Police are not applicable to the mem- C. S. R.—  
bers of the Central India Agency Police which was constituted from 1st 494 and 495.  
April 1899 under a local law based on the Police Act of 1861.

The previous Cantonment service does not qualify.

**607.** The Local Government or Administration concerned may at C. S. R.—  
discretion issue, in the case of Cantonments, orders for the payment of 495.  
pensions to the policemen therein employed at such rate as seems suit-  
able, provided that the Cantonment Fund is self-supporting, receives no  
grant-in-aid from the Lieutenant-General of the Command, and is not  
likely to be compelled to apply for a grant-in-aid in consequence of the  
new charge or of any other change in its circumstances which can be  
foreseen. The Government of India have decided not to issue any  
general rule on the subject.

G. I. For.  
1759-I. A.,  
27-6-93.

**608.** The Nasirabad Cantonment Police are eligible for pensions.

*Nasirabad Cantonment, Beawar, and Ajmer Municipal Police.*

G. I., For.  
Dept.,  
34-2-I. A.,  
29-12-98.  
Dy. G. I.-  
1231.

**609.** Under the orders contained in the letter from the Government  
of India, Foreign Department, No. 508-G., dated 28th February 1877,  
the Nasirabad Cantonment Fund pays a contribution towards the pen-  
sionary allowance of the policemen employed in that Cantonment.  
Paragraph 2 of the Government of India, Foreign Department, letter  
No. 1759-I. A., dated 27th June 1898, was not intended to supersede  
these orders but to permit the continuance of the existing practice of  
paying contributions from the Cantonment Fund.

The orders of 1877 quoted continue to apply to the Beawar and  
Ajmer Municipal Police.

*Quetta Municipal Police.*

G. I., F. D.,  
6016,  
31-12-90.  
Dy. G. I.-  
1292.

**610.** The amalgamation of the Quetta Municipal and District Police,  
having been sanctioned on payment of contribution from the Municipal-  
ity, the service of the men of the former counts with retrospective effect  
from the date of their enlistment.

**Railway Police.***Rajputana-Malwa Railway Police.*

Dy. G. I.-  
301, 24-7-85,  
and G. I.-375,  
14-10-84.

**611.** The members of the Rajputana-Malwa Railway Police drawing C. S. R.—  
pay not exceeding Rs20 per mensem shall be eligible for pension under 498.

*Pensions of the members of the Hyderabad Railway Police.*

G. I., For.  
D.,  
1007-G.,  
26-5-05, to  
the Resdt.  
at Hydera-  
bad, received  
with 1st  
Asstt.  
Resdt.'s  
letter  
1115-A.,  
27-2-06.  
Dy. Pn.-988.

**612.** Service in Railway Police in His Highness the Nizam's Do- C. S. R —  
minions was not pensionable until the issue of the orders contained in the 498.  
letter from the Government of India in the Foreign Department,  
No. 858-I., dated 9th March 1895, which provided for the grant of  
pensions to the members of the Police Force by payment of contribu-  
tions. The Government of India have not sanctioned the proposal of  
the Resident to grant a separate pension to those officers for their services  
prior to 1st May 1895, the date on which these orders came into force,  
but left it to the Nizam's Government to grant a separate pension for  
such services.

*Hyderabad Railway Police.*

G. I., For.  
D.,  
1007-G.,  
26-5-04,  
Filed with  
Dy. Pn.-  
988, 3-3-06.

**613.** The special rules for the Police are applicable to members of  
the Hyderabad Railway Police.

G. I., For.  
D.,  
1396-G.,  
3-7-05,  
conveyed in  
F. D.  
3926-P.,  
10-7-05.  
Dy. G. I.-  
863,  
13-7-05.

**614.** In the case of the Hyderabad Railway Police the gratuity or  
pension admissible for service under Government is not affected by the  
gratuity or pension admissible for service in that Police while under the  
Nizam's Government.

*Baghelkhand Agency Railway Police.*

G. I. Fin.  
2438,  
10-5-88.  
Dy. 170.  
C. I. T.  
653-M.,  
3-11-00.  
Dy. G. A.-  
1037,  
24-7-85.

**615.** Service in the Baghelkhand Agency Railway Police Force,  
though paid by the Native States of Rewa, Nagode, Maihar, Kothi, and  
Sohawal, is not foreign service, but qualifies for pension from the general  
revenues under Article 386. Their pensions are calculated not under  
the special rules for the Police provided in Chapter XX, Part IV, Civil  
Service Regulations, but under the ordinary rules.

*Employés of the Bombay, Baroda and Central India Railway.*

Govt. Exr.,  
Ry.  
Accounts,  
1802,  
19-9-08.  
Dy. Pn.-703,  
27-9-08.  
B. Pn.-629  
of 1908-09.

**616.** Pensioners re-employed in the Bombay, Baroda and Central  
India Railway after retirement from Government service are purely  
the Company's employés and in no sense Government servants. Besides  
this the Agent of the Bombay, Baroda and Central India Railway has  
been specially authorized by the Railway Board to retain on the line  
any Government servant lent to the Company on his retirement from the  
latter service. Article 522 (II), Civil Service Regulations, will conse-  
quently not apply in such cases.

*Watch and Ward Staff of Railways.*

G. I., Rail-  
way Board.  
2289 R. E.,  
23-7-10,  
received  
under Fin.  
Dept. endt.  
4018-A.,  
2-8-10. Dy.  
G. I.-1671.

**617.** The Government of India consider that the cost of retiring C. S. R.—  
gratuity to members of the Watch and Ward Staff, the cost of which is 498.  
duly shared by Government and the Company, should similarly be shared  
by Government in the same way as Railway Companies bear their share  
of the liability for pension of members of the Law and Order Police  
Force. It is not necessary that such gratuities or pensions should be  
granted under the rules of the Civil Service Regulations.

*Hyderabad Plague Police.*

Bundle 478  
of 1910-11.

**618.** Hyderabad Plague Police is paid by His Highness the Nizam's  
Government and the pensions of its members are paid by that Govern-  
ment.

## SECTION II.—QUALIFYING SERVICE.

G. I. For.  
1703-G.,  
27-10-03 ;  
F. D. 5535-  
P., 28-10-01.  
Dy. G. I.-  
1151.

**619.** Deductions on account of Superannuation Fund are not made C. S. R.—  
from— 499.

Dy. Pn.-325,  
9-9-92.  
Dy. Pn.-529,  
3-12-92.  
Dy. Pn.-511,  
28-1-95.

- (i) Police officers of the Ajmer-Merwara District.
- (ii) Members of the Police Force of the Thal Chotiali District.
- (iii) Members of the Port Blair Military Police.

*Quetta-Pishin Police Force.*

D. S. of  
Police,  
Quetta-  
Pishin,  
197,  
10-2-98.  
Dy. Pn.-674.

**620.** No deduction is made from the pay of policemen of the Quetta-  
Pishin Police Force, but contributions towards pensions of certain police-  
men holding permanent and pensionable appointment in the Quetta-  
Pishin District and at present supplied as additional Guards on pay-  
ment are credited into the Quetta Treasury on account of Superannua-  
tion Fund.

*Previous Military Service of Policemen.*

L. S. Pn.-3,  
6-4-05.

**621.** The rule in Article 501 (a), Civil Service Regulations, is not C. S. R.—  
applied except in the case of transfers. 501 (a).

*Port Blair Police.*

L. S. P. R.-  
137 and  
P. R.-138,  
19-10-05.  
L. S. Pn.-  
159,  
20-10-08.

**622.** In the case of a soldier transferred to the Port Blair Police all C. S. R.—  
military service counts even if his pay is increased to a sum over Rs20 per 501 (a) (1).  
month.

The restriction of age from which military service counts does not  
affect this rule.

*Breaks in Service.*

L. S. Pn.-2,  
16-4-08.      **623.** In case of resignation of service in one Police and re-appoint- C. S. R.—  
ment in another, the order of the Inspector General of Police in the 502.  
District in which the officer is re-appointed will be held as sufficient for  
the purposes of Article 502, Civil Service Regulations.

*Amount of Pension.*

F. & C.  
Dept. 6307-  
P., 5-10-04.  
Dy. G. I.-  
1309,  
10-10-04.      **624.** In the case of a Police officer on pay not exceeding R10 a C. S. R.—  
month, whose service is pensionable under scale B of Article 503, Civil 503.  
Service Regulations, and who afterwards is transferred to an appoint-  
ment in superior service outside the Police Department, the Police  
service should be treated as "superior."

H. D. 916—  
25, 27-9-04,  
received  
with F. & C.  
Dept. 6351-  
P., 7-10-04.  
Dy. G. I.-  
1312,  
10-10-04.      **625.** The service of Police subordinates while attending a training  
school should be treated as on duty, and such service qualifies for pension.

*Explanation of Article 506.*

C. I. T.'s  
order,  
10-11-99.      **626.** If the pay of a policeman at date of his discharge exceeds R20, C. S. R.—  
he is entitled under Article 503, Civil Service Regulations, to a pension 506.  
for superior service, but his service counts from the age of 20 years.



## CHAPTER XXI.—RE-EMPLOYMENT OF PENSIONERS.

## Section I.—General.

*Continued employment in a Native State.*

- G. I. For.  
750-G.,  
29-4-95.  
A. G.,  
Madras,  
Pen. 19—  
377, 14-4-05.  
Dy. Pen.-34.
- 627.** An officer whose services have been lent to a Native State and C. S. R.— who is contributing to Government on account of his pension is not <sup>509.</sup> entitled to retire on a pension without prejudice to his continuance in the employment of the Native State on the ground that he has put in more than 30 years' pensionable service; and until he actually retires from service within the meaning of Article 465, the question of granting him a retiring pension does not arise. (Madras.)

## Section II.—After Compensation Gratuity.

- L. S. G. R.-  
20, 1-6-07.
- 628.** A man discharged on gratuity owing to incapacity for further C. S. R.— service and re-employed the day after is not ordinarily entitled to any- <sup>511.</sup> thing for his second service as the case falls under Article 455, Civil Service Regulations. If the entire service be treated as one continuous service, then the previous gratuity should be recovered from that admissible for the combined service.
- Bundle 256  
of 1909-10.
- 629.** When the British service of an officer in foreign service is abolished his service ceases and the orders in paragraph 519 above do not prevent his remaining in the service of a Native State or drawing pension in addition to his foreign service pay.

*Refund of previous gratuity.*

- L. W. Pn.-  
726,  
12-2-08.
- 630.** A man rendered service for 7 years and 10 days as head clerk, C. S. R.— Cantonment Police, Jalna, for which he received a gratuity. He was <sup>512.</sup> then re-employed as bakery clerk, Supply and Transport Corps, Secunderabad, and on discharge received a compensation gratuity. He was then re-employed as a typist in the office of the Superintendent, Railway Police, His Highness the Nizam's Dominions. He was not allowed to refund the first gratuity as he did not refund it on his first re-employment.

*Pushtu allowance not taken into account.*

- G. I. Fin.  
3133-P.,  
25-7-93.  
Dy. 512.
- 631.** Pushtu allowance drawn by a pensioner who has been granted C. S. R.— compensation pension before re-employment should not be taken into <sup>514.</sup> account in applying the proviso in Article 514 (a) which requires that the sum total of pension and pay on re-employment should not exceed the pay of the appointment on the abolition of which the pension was given.

G. I., H.  
D., 1286,  
21-9-10.  
Dy. G. I.-  
2309.  
Bundle 326  
of 1910-11.

**632.** The restrictions in Article 514, Civil Service Regulations, C. S. R.—  
apply to a Government pensioner re-employed in a temporary establish- 514.  
ment which is paid from General Revenues whether he is paid by a fixed  
salary or by fluctuating monthly allowances.

*Powers of the Postmasters General to re-employ a Postal Pensioner in a  
temporary appointment.*

G. I., C. & I.,  
11749-3,  
28-12-08,  
conveyed in  
G. I., F. D.,  
6356-P.,  
22-12-09.

**633.** The Government of India have delegated to the Postmasters C. S. R.—  
General the powers to re-employ a postal pensioner in a temporary ap- 524.  
pointment subject to the conditions of Article 524, Civil Service Regula-  
tions, and provided the pensioner is a non-gazetted officer in receipt of  
a pension not exceeding ₹100 a month.

*Service of Native soldiers in the Survey Department.*

Dy. G. I.-  
1084.  
1284-P.,  
6-3-1901.  
G. I.-922.

**634.** Native soldiers, who are permanently employed in the Survey C. S. R.—  
of India Department after obtaining Roorkee certificate, count their 525.  
service in that Department or all periods of civil duty whether continu-  
ous or not towards civil pension only.

*Salary in addition to pension.*

S. S. 51-Ry.,  
26-6-08,  
conveyed  
in Ry. 2236-  
R. E.,  
15-7-08.  
Dy. G. I.-  
1002.

**635.** The Chairman or any other Member of the Railway Board, if  
in receipt of a pension from Indian Revenues, will be allowed to draw  
his pension in addition to his salary.

In the event of an officer still in active service being appointed to the  
Board, he will not be eligible to be admitted to pension during his  
tenure of office on the Board.

*Army pension of a soldier appointed to the Survey of India Department.*

L. W. Pn.-  
964,  
27-3-06.  
P. N.-543,  
21-11-07.

**636.** The army pension of a soldier, who after earning that pension  
has been appointed permanently to the Survey of India Department,  
may not cease, and it does not affect his salary and pension in that De-  
partment.

In the case where a pension has been earned while in service in the  
Survey of India Department as may be in the case of a soldier placed on  
the unattached list on permanent transfer to the Survey of India Depart-  
ment and the recipient had continued to serve in that Department even  
after earning that pension his salary would be liable to reduction if his  
army pension is payable wholly or in part from Indian Revenues.

*Re-employment of a chaplain.*

L. S. P. R.-  
422,  
6-9-06.

**637.** A retired chaplain may draw pension in addition to pay, if his  
re-appointment is sanctioned by competent authority.

*Military invalid pension.*

Pay Exp.,  
E. C., P.-  
2316,  
4-10-94,  
Dy. Pn.-318. **638.** Article 525, Civil Service Regulations, does not apply to the C. S. R.—  
case of a Non-Commissioned Military Officer in receipt of an invalid <sup>525.</sup>  
pension under military rules; his pension cannot be affected on re-  
employment in the Civil Department.

C. I. T.  
U. O.  
838, 21-2-12. **638A.** The word "soldier" in Article 525 (b) of the Civil Service  
Regulations includes "Warrant officers" as defined in Article 48 of  
those Regulations and should be understood to generally include all  
officers and men of the Indian Army except commissioned military  
officers to whom the ruling in Article 526, Civil Service Regulations,  
applies.

**Military Pensioners.***Civil salary not reduced. Wound or Injury Pensions.*

F. D. 6369-  
P., 5-12-02.  
Dy. G. I.-  
1571. **639.** The salary in the Civil Department of a Commissioned Mili- C. S. R.—  
tary Officer should not be reduced under Article 526 of the Civil Service <sup>526.</sup>  
Regulations, on account of any wound or injury pension which he  
receives in the Military Department.

*Extent of application of Article 526.*

G. I. 1905,  
24-7-79. **640.** The orders contained in Article 526 do not apply to salaries  
regulated by Acts of Parliament. (Bengal.)

PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS  
OR SPECIAL OFFICERS.

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**CHAPTER XXII.—THE GOVERNOR GENERAL,  
GOVERNOR, LIEUTENANT-GOVERNORS AND  
MEMBERS OF COUNCIL.**

**Lieutenant-Governors and Members of Council.**

*Subsidiary leave cannot be added to medical leave.*

G. I., F. D., 181-P. D., 9-1-95. **641.** A Lieutenant-Governor cannot add subsidiary leave to medical C. S. R.—leave. He is not under ordinary furlough regulations. (Allahabad.) 534 (b).



## CHAPTER XXIII.—JUDGES OF THE HIGH COURTS.

*The provisions of Article 233, Civil Service Regulations, do not apply to the statutory rules in Article 543.*

G. I., F. D., 4828-P., 27-9-09. G. I. 1746-G. A. Bundle No. 1157 of 1909-10. **642.** Privilege leave earned under the ordinary rules in Chapter XII C. S. R.— can be prefixed to furlough under the statutory rules but the total leave <sup>543.</sup> is not combined leave under Article 233, Civil Service Regulations, and the provisions of that article cannot be held to apply to the statutory rules in Article 543, Civil Service Regulations.

*Officiating service qualifies for furlough under High Court rules.*

G. I. Fin. 159-P., 13-5-95. Dy. 244. **643.** Officiating service by a member of the Indian Civil Service as a High Court Judge qualifies for furlough under the High Court rules, <sup>C. S. R.— 543 (1), (6).</sup> but not under the General Rules in Chapter XIII. Such service may, however, be included in the three years' "Continuous Service" which, under Article 308, is necessary to render before furlough under the General Rules becomes admissible.

*Furlough by previous service cannot be added.*

G. I. Fin. 3313-P., 4-7-94. **644.** A Judge of the High Court who has furlough at credit under C. S. R.— rule 6 is not entitled to add thereto furlough earned by service previous <sup>543 (6).</sup> to his appointment to the High Court. (Bengal.)

G. I. Fin. 1012-P., 2-3-98. **645.** The word "furlough" in the first line of rule 7 refers to C. S. R.— furlough taken under the High Court Leave Rules and not to furlough <sup>543 (7).</sup> under the rules applicable to the branch of the service to which a High Court Judge may have belonged previous to his appointment as such.

*Furlough in line 3 means furlough under High Court Rules.*

G. I., F. D., 1012-P., 2-3-98. **646.** A High Court Judge can, on completion of his fourth year's C. S. R.— actual service as such, proceed on furlough under rule 6 of Article 543 <sup>543 (8).</sup> of the Civil Service Regulations, before the expiry of three years (rule 8) from his last return from furlough taken under the rules applicable to the branch of the service to which a High Court Judge may have belonged previous to his appointment as High Court Judge, as the word "furlough" in the third line of rule 8 under Article 543 of the Civil Service Regulations refers to furlough taken under the High Court Leave Rules and not to furlough under the rules applicable to the branch of the service to which a High Court Judge may have belonged previous to his appointment as a High Court Judge. (Bengal.)

*Subsidiary leave on return from extraordinary leave not admissible.*

G. I. Fin. 2138-P., 4-9-54. **647.** A Judge of the High Court is not entitled to subsidiary leave <sup>C. S. R.— 543 (13).</sup> on return from extraordinary leave.

*Three years' service need not be completed to combine vacation with privilege leave.*

G. I. Fin.  
2631,  
19-8-90.

**648.** A High Court Judge need not complete three years' service C. S. R.— with a view to take privilege leave on full pay in conjunction with vacation. He can combine such leave with vacation in any one year of each period of three years. 543 (17).

*No privilege leave for duty of less than 11 months.*

G. I., F. D.,  
906, 18-5-85.

**649.** Under rule 17, Article 543 of the Civil Service Regulations, a Judge of the High Court merely earns privilege leave for one month for every complete period of 11 months' continuous duty; for duty for a shorter period than 11 months he does not earn an additional period of privilege leave bearing the same proportion to one month that the period of duty bears to 11 months.

The rules in Article 246, etc., do not apply to High Court Judges, and the method of calculation of privilege leave therein prescribed cannot be applied to leave under rule 17, Article 543. (Allahabad.)

*Readjustment of allowances taken in England while enjoying vacation in continuation of furlough.*

G. I. Fin.  
5793-P.,  
14-12-95.  
Dy. 128.

**650.** A Judge of the High Court who has taken furlough to Europe and remains out of India after the termination of his leave during the whole or a part of the Court vacation and who has been granted an advance equal to his English furlough pay for the period between the expiration of his leave and the date of sailing for India is placed in the same position as regards pay as if his furlough has been extended up to the day of his return to duty. If he rejoins within the time specified in rule 24 his allowances should be adjusted at the English rate up to the date of his arrival in India and at the Indian rate from that date to the date of joining his appointment. 543 (24).

G. I., F. D.,  
3059-P.,  
15-7-96.

**651.** Similarly the allowance of a Judge for the period of vacation spent out of India in continuation of furlough should be paid at the rate of £1,000 a year instead of at the Indian rate of ₹833-5-4 a month. (Burma.)

*Compulsory retirement at 60 years.*

G. I., F. D.,  
3124-Ex.,  
11-7-99.

**652.** Every Chief Justice or Judge of the High Court in India appointed after the 14th May 1899 should be required to vacate his office on attaining the age of 60 years. (Bengal.) C. S. R.— 543 (27) and (29).

*Re-employment of a Judge of a High Court.*

U. O. 549,  
14-1-08.

**653.** There is nothing in the Civil Service Regulations which prevents a retired Judge of a High Court to draw his pension in addition to his pay as Legal Adviser and Solicitor to the Secretary of State. The India Office will decide such questions. C. S. R.— 545.

**CHAPTER XXIV.—BARRISTER AND PLEADER  
APPOINTMENTS.**

## CHAPTER XXV.—MEMBERS OF THE INDIAN CIVIL SERVICE.

### Annuity Deductions.

*Is. 6d. rate should not be applied if it raises the furlough above the minimum and causes deduction on account of annuity.*

G. I. Fin.  
110-P.,  
9-1-95.  
Dy. 1435.

**655.** The Secretary of State has decided that the rate of exchange of C. S. R.—  
Is. 6d. the rupee, which has been conceded to the absentees out of India <sup>556.</sup>  
in connection with the Exchange Compensation Scheme, should not be  
applied to the case of an officer, should it render him liable to a deduc-  
tion on account of Annuity Fund subscription from which he would be  
exempt if drawing the minimum furlough allowance of £500 a year, or  
would otherwise operate to his disadvantage.

*Honoraria for special work subject to annuity.*

G. I., F. D.,  
5570-P.,  
5-10-05.  
Dy. G. I.-  
1588.

**656.** It has been decided by the Government of India that annuity  
deduction should be made from honoraria like that of Rs500 granted to  
Mr. S. F. Keatinge, I.C.S., Under Secretary to the Government of Bom-  
bay, for the preparation of Part II of the Assistant Collector's Manual.

*Exchange Compensation Allowance on minimum furlough allowance  
exempted from annuity.*

G. I., F. D.,  
308-Ex.,  
18-1-95.

**657.** The minimum absentee allowance of an officer of the Indian  
Civil Service on leave in India being exempt from annuity deduction,  
the Exchange Compensation Allowance admissible on that allowance is  
also exempt from deduction. (Bengal.)

G. I., F. D.,  
294, 7-12-11.  
Dy. G. I.-  
3178.

**657A.** The minimum allowance drawn, during special leave, by an  
officer of the Indian Civil Service appointed in or after the year 1876,  
is exempt from annuity deduction.

### Civil Fund Deductions.

*Subscriptions cannot be paid in advance if rules do not permit.*

G. I. Fin.  
4690-P.,  
7-10-95.

**658.** Nothing in either clause (a) or clause (b) of Article 560 should C. S. R.—  
be taken as authorising payment of contributions in advance when the <sup>560.</sup>  
rules of the fund to which the officer belongs do not allow such payment,  
consequently a subscriber to the Indian Civil Service Family Pension  
Regulations cannot pay his subscription in advance in India before pro-  
ceeding on furlough to Europe.

*Furlough subscriptions to Bombay Fund if paid in advance, how  
calculated.*

G. I. Fin.  
3318-P.,  
17-6-95.  
Dy. 612.

**659.** Furlough subscriptions of subscribers to the Bombay Civil  
Fund if paid in India in advance will be calculated in excess of the  
Indian rate of furlough allowance in rupees over Rs416-10-8 per mensem.



*Annuity and Fund deductions to be levied on Exchange Compensation Allowance.*

G. I., F. D., 480-P., 13-11-93. **660.** Annuity and Civil Fund deductions shall be levied on the Exchange Compensation Allowance in all cases in which under the operation of the existing rules the allowance is liable to such deductions. (Burma.) C. S. R.—560.

*Subscription from what date commences and increases.*

G. I., F. D., 3623, 18-7-89. **661.** Subscriptions for pensions under the Indian Civil Service Family Pension Regulations should commence from the date of commencement of salary, and service for the purpose of transfer from class to class should commence from the date of the covenant of a member of the Indian Civil Service or from the date of despatch of the Secretary of State announcing his appointment, whichever is earlier. (Bengal.)

*Fund subscriptions to be deducted from the net amount in cases of overdrawal of furlough allowance in England.*

C. G. 1339-F., 10-12-86. **662.** Fund subscriptions of officers who have overdrawn their absentee allowances should be deducted from the net amount of allowances drawn in India, so that the Comptroller of India Treasuries can recover Civil Fund subscriptions up to the date on which furlough pay was drawn in England. (Bengal.)

### Retirement and Annuity.

*Leave without allowance counts as service.*

C. G.'s 1624, 7-11-78. **663.** During a period of absence on leave without allowances a Contracted Civil Servant should be considered to be in the service within the meaning of Articles 561 and 564 of the Civil Service Regulations. (Allahabad.) C. S. R.—561.

*Retirement on Medical Certificate and invalid annuity to the Members of the Indian Civil Service.*

G. I., F. D., 6013-P., 3-11-05. Dy. G. I., 1859-G., 7-11-05. L. S. Pn.-96, 9-5-05. **664.** The scale of annuities in Article 564, Civil Service Regulations, applies to all living members of the Indian Civil Service who retire after the date of the resolution and not to those who retired before that date. C. S. R.—564.

### Compulsory Retirement.

*Officiating High Court Judge.*

S. S. Judl., 26-7-07. F. D. 5151-P., 16-8-07. **665.** The proviso in Article 565, Civil Service Regulations, applies to an officiating Judge of a High Court. The Government of India may, for special reasons always to be recorded, the retention by a member of the Indian Civil Service of his officiating appointment as a Judge, High Court. (Bengal.) C. S. R.—565.

**CHAPTER XXVI.—STATUTORY CIVIL SERVANTS.****Pension Regulations.***Service not wholly in the Statutory Civil Service.*

G. I., F. D., 4683-P., 22-8-05. **666.** The rules under Article 566, as they stand, do not provide as C. S. R. — regards length of service necessary to qualify for a retiring pension, in 566. the case of an officer whose pensionable service has not all been in the Statutory Civil Service. The Government of India have now decided that Statutory Civil Servants whose service has not been wholly as such shall be eligible for a retiring pension after 30 years' qualifying service, statutory and others. (Bengal.)

*Pension of a Statutory Civil Servant.*

G. I., F. D., I-224, 30-1-07. **667.** The limit imposed by section 3 should be applied in fixing the amount allowed by section 6 (a) (1), and the ordinary limit of Rs. 5,000 should be applied in fixing the portion of the pension allowed by section 6 (a) (1), Article 566, Civil Service Regulations. The limit imposed by section 3 cannot be applied a second time to the consolidated pension under sections (6), (1) and (2).

*Interpretation of "office" as used in section 2, Article 566, Civil Service Regulations.*

Bundle 527 of 1909-10. **668.** The word "office" as used in Article 566, Civil Service Regulations, means "appointment" and not the "post" held by an officer.

## CHAPTER XXVII.—ECCLESIASTICAL OFFICERS.

## Bishops.

*Extraordinary leave is not furlough.*

- G. I., F. D., 1091-P., 23-2-07.  
Dy. G. I.-3004.  
G. I., Dept. of Edn., 403, 8-9-11.  
Dy. G. I.-2145.
- 669.** The extraordinary furlough enjoyed by a Bishop under rule C. S. R.—6A, Article 567, Civil Service Regulations, should not be deducted from 567-6 A. the furlough earned in order to calculate the amount of furlough due.
- 670.** The appointment of Bishop's Commissary in charge of the Diocese of Calcutta is notified by the Registrar of the Diocese in Part II of the *Gazette of India*.

## Archdeacons.

- G. I. Fin. 4192-En., 13-8-94.  
Dy. 793.
- 671.** Section 101, 3 and 4 William IV, cap. 85, prohibits the addition of any special personal allowance or exchange compensation allowance to the remuneration drawn by an Archdeacon in respect of his archdeaconry. C. S. R.—571.

*Special allowance regarded as pay.*

- G. I., F. D., 593-A., 30-1-87.
- 672.** The special allowance admissible under Article 571, Civil Service Regulations, should, in the case of the substantive Senior Chaplain of the Church of Scotland proceeding on leave, be treated rather as *pay* than as *local allowance*, and in the case of the officiating officer as an *acting allowance*. (Bengal.)

## Chaplains.

*Chaplain's officiating service counts towards residence.*

- G. I. Fin. 4130-P., 15-9-97.  
Dy. 796.
- 673.** A Chaplain can count his officiating service before confirmation as "Residence" for pension from the date of his arrival in India, that date being reckoned as prescribed in Articles 574 and 575, Civil Service Regulations. C. S. R.—573.

*Date of appointment as a Probationer.*

- L. W. Pn.-170, 4-6-08.  
L. S. Pn.-21, 6-10-08.
- 674.** If an addition of service under the Additional Clergy Society is made the date of appointment for the purposes of Article 576, Civil Service Regulations, would be the date of appointment under Government and not the beginning of service under the Additional Clergy Society. The date of appointment would ordinarily mean date of entering Government service as a probationer. C. S. R.—576.

*Interpretation of the words "approved service."*

G. I., H. D., 99-106-Eccl., 12-3-09, to Local Govts. Copy received with A. G. G., Raj-putana, 2434-126, 1-7-10. Dy. Raj.-444. Bundle No. G. A.-2406 of 1909-10.

**675.** In the case of a probationary Chaplain who has, before his appointment, rendered service in India, under a society other than the Additional Clergy Society, only so much of his service as has been similar in character to that of a Chaplain may be allowed to count towards his period of probation; that is, service as a parish priest or the like, up to a limit of three years, may be regarded as approved service, but not time spent on purely missionary work or teaching. This interpretation of the words "approved service" in Article 576 of the Civil Service Regulations should be adhered to. C. S. R.—576.

*Confirmation of probationary Chaplains and their subsequent promotions.*

Ditto.

**676.** The Government of India will no longer issue orders regarding the confirmation of probationary Chaplains of the Church of England (and Scottish Chaplains in civil employ) and their subsequent promotion to the grade of Senior Chaplains. Cases of this nature arising in the several provinces may in future be disposed of by the Local Governments or Administrations, the necessary notifications being issued in the local official gazette or in Part II of the *Gazette of India* in the case of an administration and copies being sent to the accounts officer concerned.

**Furlough Allowances.***Furlough allowance paid in India at the official rate of exchange.*

G. I., F. D., 5400, 10-10-87.

**677.** The furlough allowance prescribed for Chaplains in this article should, if paid in India, be converted into rupees at the official rate of exchange in force when the allowance was payable. (Burma.) C. S. R.—585.

**Special Leave.***Advance inadmissible.*

G. I. Fin. 1754-P., 18-4-96. Dy. 92.

**678.** A Chaplain proceeding on special leave on urgent private affairs under Article 587 is not entitled to an advance of the first quarter's leave allowance under Article 585 (b), Civil Service Regulations. C. S. R.—587.

**Subsidiary Leave.***Subsidiary leave allowance.*

G. I. Fin. 2993-P., 25-6-95. Dy. 480.

**679.** It was correct to pay the Revd. \* \* \*, Junior Chaplain, Church of England, subsidiary leave allowance at £350 a year, which was equivalent at the official rate of exchange to R528-4-10 a month, although that rate exceeded the pay of R500 a month to which he was entitled while on duty. C. S. R.—590.



### Privilege Leave and Extraordinary Leave.

*In cases of combined leave, calculation to be made from the last interruption of duty.*

G. I., F. D., 3262-P., 16-6-02. **680.** The calculation of the amount of privilege leave due for com- C. S. R.—  
bination with other leave in the case of a Chaplain should be made <sup>594</sup>.  
retrospectively from the last interruption of duty and not from date of  
return from privilege leave taken under Article 592, as it should be  
treated as if granted under Article 260.

The excess of privilege leave taken by a Chaplain under the rules  
in Chapter XXVII of the Civil Service Regulations over the amount  
which would have been earned for the same period under the general  
rules in Chapter XII should be treated as if it had been overstay of  
leave, that is to say, as constituting an interruption of duty within the  
meaning of Article 246 of the Regulations. (Bengal.)

#### *Probationary Chaplains.*

Bundle 285 of 1911-12. **680A.** Probationary service counts in all cases under Article 576, C. S. R.—  
Civil Service Regulations. Pension or gratuity is admissible even though <sup>599</sup>.  
the probationer was not confirmed but produced a medical certificate  
of incapacity for further service.

#### *Addition to service of certain non-statutory Bishops.*

L. S. Pn.- 1242, 11-2-10. Bundle 1088 of 1909-10. **681.** Article 576 does not apply to a Chaplain not borne on the C. S. R.—  
Ecclesiastical Establishment selected to fill a non-statutory Bishopric. <sup>599A</sup>.  
The maximum period which may be added to the service qualifying for a  
retiring pension of such Chaplains is five years under Article 599A,  
Civil Service Regulations.

### Ministers other than Chaplains.

H. D. 396, 9-9-04, F. & C. 5998-Ex., 22-9-04. Dy. G. I.- 1205; also Dy. G. I.-1192. **682.** Under Article 602 of the Civil Service Regulations, the Gov- C. S. R.—  
ernment has power to appoint outside clergymen to perform the duties <sup>602</sup>.  
of a Chaplain on the regular establishment whenever the number of  
Chaplains on duty (including those on special duty) is less than the  
number of sanctioned chaplaincies in the Diocese.

#### *No Exchange Compensation Allowance.*

F. D. 1505-P., 26-3-94. **683.** Exchange compensation allowance is not admissible on the C. S. R.—  
allowances drawn by clergymen under Articles 602 and 603, Civil Service <sup>602 and 603</sup>.  
Regulations, as they are not officers of Government within the meaning  
of the Exchange Compensation Allowance Rules, and the allowances are  
not "salary" as defined in Article 38, Civil Service Regulations.  
(Bengal.)

**CHAPTER XXVIII.—MILITARY OFFICERS.****PAY, ALLOWANCE AND LEAVE RULES.****Conditions under which leave may be allowed to non-continuous service officers of Royal Engineers serving in India.**

India Army  
Circulars,  
1-6-98,  
clause 94.

**684.** A non-continuous service officer of Royal Engineers, if under British Service Leave Rules, will be allowed, whether in civil or military employ, to take leave once for one year as if under the leave rules of the Staff Corps, either at the end of his first tour of service in India, or later if he remains in India, subject to the condition that he returns to duty in India before the end of the year, or within eighteen months in case he receives an extension of leave under paragraph 3 of the Military Furlough Regulations of 1868. Any officer not so returning will be required to refund the difference between his leave pay and the pay he would have received under the rules applicable to officers of the British Army serving in India. Service for calculating leave pay will reckon from date of first commission. C. S. R.—  
605.

Any extension of leave beyond the one year, either on urgent private affairs or on medical certificate, will be on British pay. After eighteen months' leave in all, an officer will, if he does not return to India, cease to be on the Indian establishment.

Officers of Royal Engineers drawing leave pay under the Staff Corps rules will be in the same position as Staff Corps officers in regard to passage to and from England. A subaltern going home on medical certificate will be entitled to passage home, but not to passage back. No other officer will be entitled to passage either way; but an officer who does not return to India, and has consequently to refund the difference of pay, will be entitled to passage money to England at Indian rates in reduction of the amount to be refunded. An officer on leave on medical certificate who obtains an extension on British pay will, if able to return within the period of eighteen months, be entitled to passage to India.

For leave rules for non-continuous service Royal Engineers who did not elect for continuous service in India, on or before 31st December 1904—see Appendix A.

**Conditions under which Officers of Royal Engineers may elect for continuous service in India.**

India Army  
Circulars,  
1-6-98,  
clause 95.

**685.** The period during which, under the Warrant of the 19th April 1890, Royal Engineers remain eligible to elect for continuous Indian service may include one term of service on the Imperial Establishment not exceeding seven years in duration.

**NOTE.**—The term of service on the Imperial Establishment specified in the Royal Warrant will count as service for the purpose of reckoning leave allowance under the leave rules of the Staff Corps.

India Army  
Circulars,  
15-2-99,  
clause 18.

**686.** Non-continuous service Royal Engineer officers who proceeded C. S. R.—on leave out of India under British Service Leave Rules before the publication of clause 94, India Army Circulars, 1898, may, if they desire, have such leave treated, in accordance with the provisions of the circular, as if it were leave under the leave rules for the Staff Corps, this conversion having effect, in the case of leave availed of before the 31st March 1898, from that date and, in all other cases, from the date of commencement of the leave, which should be regulated in accordance with Article 208, Army Regulations, India, Volume II.

### Staff Corps Officers.

#### *Leave allowance of Staff Corps Officers.*

C. M. A.,  
Ben., 19,  
2-4-97.  
Dy. G. A.  
14-A.

**687.** Staff Corps officers on reversion to the Military Department have the option of electing the Leave Rules for the Staff Corps or of continuing under the Furlough Rules of 1868. If residing out of India, in the former case they will be entitled to leave allowances at £700 per annum, under Article 358, Army Regulations, India, Volume I, and in the latter to half the Indian pay of their rank, under Clause 8, Rule V, of the Furlough Rules of 1868.

#### *Temporary reversion to military duty not borne on the regimental rolls.*

G. I., F. D.,  
4072-P.,  
11-8-00.

**688.** The temporary reversion of a medical officer to military duty in consequence of field operations should not be included in the three years during which his name is borne on the rolls of his regiment under Article 282, Army Regulations, India, Volume I, Part I, of 1899 Edition. (Bengal.)

#### *Leave to a medical officer of the R. A. M. C. under British Service Rules serving as Surgeon to His Excellency the Viceroy.*

F. & C.  
2799-P.,  
21-5-02.  
Dy. G. I.-  
344.

**689.** A medical officer of the R. A. M. C. under British Service Rules serving as Surgeon to His Excellency the Viceroy is entitled to privilege leave under civil rules, and furlough under Article 724, Army Regulations, 1899. He may combine the two, provided the total combined leave is not for less than six months nor for more than eight months.

**690.** For Army Order No. 64, dated 1st February 1904, regulating the grant of combined leave to military officers in military employ—see Appendix B.

**691.** For rules regarding the grant of study leave to officers of the Indian Medical Service—see Appendix D.

### Leave of Military Officers in temporary Civil Employ.

G. I., H. D.,  
Res.  
102—119,  
24-1-07.  
F. D. 1229.  
P., 27-2-07.

**692.** (a) In the case of a military officer who is *lent to a civil department for the performance of a specific duty*, his term of service under the civil authorities terminates on the completion of such duty, and any leave for which he may then apply will be granted by the military authorities with reference to his status as a military officer. C. S. R.—605 and 606.

(b) In the case of a military officer who is *lent to a civil department* C. S. R.—  
for a fixed period, and who is desirous of taking leave prior to the termination of that period, leave will be granted, *within the period for which his services have been lent* to the civil department, with reference to the applicant's status as a civil officer, even though he does not return to his civil appointment on the expiry of his leave. C05 and 606.

(c) In the case of a military officer *lent to a civil department for a fixed period*, who applies before the expiry of his term of civil employment for leave *which will extend beyond the period of such term*, the whole period of leave will be granted by the civil authorities, after consultation with the military authorities, the portion antecedent to the expiry of the term of civil employ being granted with reference to the officer's status as a temporary civil officer and the balance with reference to his status as a military officer. In such cases the officer's service under the civil department will be held to terminate not at the commencement of his leave, but on the completion of the period for which his services were originally lent to the civil department.

G. I., For. 693. A military officer who held an appointment under the Govern- C. S. R.—  
Dept., 3284- ment of India in the Foreign Department prior to his departure on 606.  
Est. A., leave, and is to be re-employed under that Department on his return to  
29-9-09. duty, is entitled, under the provisions of Article 606, Civil Service Regu-  
F. D. 5091- lations, to combine the privilege leave admissible to him under civil  
P., 12-10-09. lations, to combine the privilege leave admissible to him under civil  
Dy. G. I.- rules with furlough or other leave admissible to him under military  
1967. rules.

### Compulsory Retirement from Civil Employ.

G. I., F. D., 694. Officers appointed to the civil department between 1st April C. S. R.—  
4004-P., 1884 and the 1st November 1887 and removed from the effective list of 612.  
9-8-94. the Army under Article 280, Army Regulations, India, Volume I, Part I,  
will, on superannuation from civil employ, be allowed the option of  
electing to remain in the service under terms of that article.

All other officers will come under Article 350, Army Regulations,  
India, Volume I, Part I, 1899. (Allahabad and Burma.)

*Lieutenant-Colonels of Indian Medical Service not entitled to leave during extension under Article 620 (a).*

G. I., F. D., 695. Lieutenant-Colonels of the Indian Medical Service who have C. S. R.—  
5604-P., been granted an extension of service under Article 613 (b) of the Civil 613 (b) and  
8-10-08. Service Regulations in order to complete 30 years' service are not 620 (a).  
Dy. G. I.- exempted from the operation of Article 620 (a) of the Regulations, and,  
1583. therefore, are not entitled to leave under the ordinary rules during the  
period of extension prior to their reversion to the Military Department.



## CHAPTER XXIX.—CIVIL VETERINARY DEPARTMENT.

G. I. Fin.  
289-P.,  
22-1-96.  
Dy. 1442.

**696.** The absentee allowances admissible to an officer of the Civil C. S. R.—Veterinary Department under Rule 16 (a) of the Civil Veterinary Department rules are affected if during the currency of his furlough he completes one of the periods of service required to entitle him under Rule 13 to the increased rate of salary. The increased rate should not under the provisions of Article 60 take effect only from the date of return to duty.

*Subsidiary leave allowance of officers of the Army serving in the Civil Veterinary Department.*

G. I., F. D.,  
4098-P.,  
14-8-09.  
Dy. G. I.-  
1378.  
Bundle  
G. A.-335.

**697.** Leave allowances of officers of the Army Veterinary Department serving in the Civil Veterinary Department during leave subsidiary to ordinary furlough should be governed by the rule contained in Article 622 (a) of the Civil Service Regulations.

**698.** For rules for the grant of study leave to officers of the Civil Veterinary Department—see Appendix C.

## CHAPTER XXX.—CIVIL ENGINEERS AND TELEGRAPH OFFICERS.

### Special Additional Pensions.

#### *Deficiency in effective Service.*

G. I., P. W.  
D., 36 A. E.,  
6-3-08.  
Dy. G. I.-  
3407,  
9-3-08.

**699.** All questions of extending or of condoning a deficiency in C. S. R.—service qualifying for a special additional pension should continue to be 643. referred to the Secretary of State in Council for decision.

### Service after Superannuation.

S. S. 18-P.  
W., 29-3-07.  
G. I., Ry.  
Dept. (Ry.  
Board), 182-  
R. E.,  
14-1-10.  
Dy. G. I.-  
2846.

**700.** The Government of India in the Railway Department (Railway C. S. R.—Board) are empowered to extend the services of specially selected Chief 650. and Superintending Engineers up to a maximum age of 58.  
This authority will have effect for five years only for the present.

**CHAPTER XXXI.—LAW OFFICERS.**

*Furlough can be accumulated without limitations.*

G. I., F. D., 1066, 17-2-82.      **701.** Rule 7, Article 655, Civil Service Regulations, merely fixes the C. S. R.—proportion of acting service required by a Law Officer for furlough. 655 (7). Such an officer can accumulate any amount of furlough, and there is no absolute limitation as to the period within which his furlough can be repeated, as there is in the case of medical leave. (Article 655, Rule 5, Civil Service Regulations.) (Bengal.)

**CHAPTER XXXII.—STATE RAILWAY  
ESTABLISHMENTS.**

*Classification of Service.*

G. I., F. D.,  
4899-P.,  
2-8-04.  
Dy. G. I.-  
862, 5-8-04.

**702.** The members of the establishments of the Examiner of C. S. R.—  
Guaranteed Railway Accounts, Bombay, for the compilation of rail-borne 659.  
trade returns of the Bombay Presidency and Central Provinces are  
eligible for pension.



## CHAPTER XXXIII.—THE BENGAL COVENANTED PILOT SERVICE.

### Rate of Exchange for Pensions.

*Rate of conversion referred to in Article 692, Civil Service Regulations.*

L. S. Pn.-  
620, 15-  
11-06.

**703.** The term “colonies” in Article 692, Civil Service Regulations, C. S. R.—means the colonies where gold and silver are legal tenders and not the Indian Government rupee.

## CHAPTER XXXIV.—PORT BLAIR POLICE.

*Port Blair Police.*

G. I., F. D., 382, 24-4-02. Dy. Pn.-602, 18-10-02. **704.** As a special case the members of the Port Blair Military Police C. S. R.—Force count their previous consecutive military service towards the grant of privilege leave.

G. I., F. D., 557, 7-2-91. Dy. 1521, 10-2-91. **705.** The leave rules for the Port Blair Police in Chapter XXXIV of the Civil Service Regulations are complete in themselves, and that the rules read with Article 204, Civil Service Regulations, show that no previous military service will count for leave.

*Leave in the Army.*

Pay Exr., E. C., Bengal, P.-3545, 31-7-91. Dy. 344-Pn., and Contr. of Mily Accts., E. C., Bengal, 4119, 14-11-92. Dy. Pn.-485. **706.** All kinds of leave (including hospital leave) granted under competent authority are allowed to count as service for pension in the cases of the soldiers of the Native Army as also in the case of those transferred to the Port Blair Police.

*Consecutive Service.*

L. S. P. N.-869, 5-11-03. **707.** Consecutive service in Article 693, Civil Service Regulations, does not include interruptions on account of suspension and other causes.

*Leave without pay.*

L. S., P. R.-20, 21-5-08. **708.** Leave without pay is not an interruption for the purposes of C. S. R.—Article 694, Civil Service Regulations, *vide* Article 22, Civil Service Regulations.

G. I., F. & C., 5845-P., 23-9-03. Dy. G. I.-1255. **709.** The term “free passages” in Articles 696 and 722 of the Civil C. S. R.—Service Regulations may be held to mean “free passages with diet” in 696 and 722. the case of journeys by steamer.

G. I., F. D., 9-1-90. Dy. G. I.-1438. Jan. 90. **710.** A soldier transferred to the Port Blair Police Force under C. S. R.—Military Department orders No. 526-E. S., dated 25th October 1880, 701. is entitled to count towards civil pensions the whole period which would have counted as service for pension under the military rules.

G. I., Home Dept., 108, 29-4-90. Dy. G. I.-123. **711.** The members of the Port Blair Police Force enjoy all ordinary Police privileges under Part IV, Civil Service Regulations, notwithstanding the special rules contained in Chapter XXXIV.

G. I., F. D.,  
5413, 20-  
11-90.  
Dy.  
G. I.-1053.

**712.** As a sepoy, who after serving in an Army is employed in the C. S. R.—same or other Army, after an interruption, is allowed to count his first 701. Army service under Article 521, Army Regulations, India, Volume I, Part II, had he continued in the Army, he may count that service for pension under Article 501 (a) I, Civil Service Regulations.

*Pension of the volunteers from the Indian Army for service in the Port Blair Military Police Force.*

G. I., H. D.,  
589,  
30-6-09,  
conveyed in  
G. I., F. D.,  
5256-P.,  
21-10-09.  
Dy. G. I.-  
2080.

**713.** Members of the Andaman and Nicobar Military Police are entitled to full pension on medical certificate after completing 25 years' qualifying service and retiring full pension after 30 years' qualifying service; full pension being on half of the average emoluments of the man's pay during his last 3 years' service. All pensions are regulated in accordance with Part IV of the Civil Service Regulations (injury pensions in accordance with Part VI), no family pensions are granted. The Government of India have sanctioned the application of Article 727 (b), Civil Service Regulations, to all native officers, non-commissioned officers and sepoy of the Indian Army, who volunteer for service in the Andaman and Nicobar Military Police, viz., pension under Civil Rules for the period of their past military as well as police service will be granted to native officers and non-commissioned officers and sepoy who have been recruited direct from the Native Army on the condition that they complete 10 years' qualifying service in the Andaman and Nicobar Military Police in addition to their service in the Army; but those who retire with less than 10 years' qualifying service in the Military Police will be granted pension on the military scale according to their rank for the whole period of their service, that in the Police being included. This concession applies only to those men whose services are obtained from the Army on special application.

*Hospital Leave.*

L. S. P. R.-  
142, 19-10-  
05.

**714.** Hospital leave of a policeman of the Port Blair Police does not C. S. R.—count while he was a sergeant although he was promoted to Subadar 702. afterwards.

CHAPTER XXXV.—ASSAM AND DACCA MILITARY  
POLICE.



**CHAPTER XXXVI.—CALCUTTA AND SUBURBAN  
POLICE FORCES.**

**CHAPTER XXXVII.—BURMA MILITARY POLICE.**

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

CHAPTER XXXVIII.—WOUND AND OTHER  
EXTRAORDINARY PENSIONS.

Wounds on Military Service.

*Renewable according to Medical Report.*

G. I., F. D., 1840, 16-4-90. **718.** Wound pensions granted under Article 728 are, as in the case C. S. R.—of pensions granted under Article 1502, Army Regulations, India, 728. Volume I, Part I, British Troops, renewable from year to year according to subsequent report of a Medical Board. (Burma.)

G. I., F. & C. Dept., I. N. 1633, 4-7-04. (U. O. 97, 6-7-04.) **719.** Applications for pensions and gratuities on behalf of the C. S. R.—families of surveyors and khalasies who are killed or die of illness contracted while serving with a military force on active service can be dealt with under Article 730, Civil Service Regulations.

In regard to political missions beyond the Indian frontier which may or may not involve extraordinary bodily risk within the meaning of Article 735, Civil Service Regulations, the Government of India do not consider it expedient to lay down a general rule to the effect that the families of all surveyors or khalasies who are killed or die of disease contracted in service with the missions are entitled to pension. The Government of India will deal with those cases under Article 743, Civil Service Regulations, which gives wide power to the Government of India.

Injuries received on Duty.

*Grant of pensions to the families of officers dying of plague contracted in the discharge of duties connected with the plague.*

G. I., H. D., 272-81, 20-1-99, and 1942, 16-6-99, conveyed in G. I., F. D., 2946-P, 30-6-99. Dy. G. I. 511. **720.** Great discretion should be used by local authorities in the C. S. R.—recommendations made for the grant of pensions to the families of 734. officers dying of plague contracted in the discharge of duties connected with the plague. It is not desirable to give encouragement to an impression that duty connected with the plague involves greater risks or is deserving of more favourable treatment than attendance in the infectious wards of a hospital or in a camp affected with cholera, which is accepted as part of the officer's ordinary duty.

Cases in which families of police officers who die of plague in the execution of plague duty should not therefore be recommended for pension.

*Policemen dying of plague entitled to these concessions.*

G. I., F. D.,  
4516-P.,  
13-9-00. **721.** Policemen who die of plague contracted in the execution of C. S. R.—  
their duties in plague-stricken localities may be considered as having 734 and 735.  
been killed in the execution of duty attended with extraordinary bodily  
risk within the meaning of Articles 734 and 735, Civil Service Regula-  
tions, provided that care be taken strictly to limit the grant of pensions  
to cases where men are sent to duty entailing imminent risk from plague.  
The concession is applicable to families of policemen dying of plague  
while on plague duty in all provinces in which plague is or may become  
prevalent. (Bengal.)

*Government of India empowered to grant pension or gratuity in case of  
death or incapacity due to devotion to duty.*

S. S. 10-Finl.,  
16-2-03. **722.** When an officer is incapacitated or dies in consequence of an C. S. R.—  
injury received, or disease contracted, in the discharge of duty, not in- 735.  
volving extraordinary bodily risk, and the Government of India is  
F. D. 1824-  
P., 15-4-03. satisfied that the injury or disease was due to the officer's devotion to  
duty, it may grant a pension to the officer or a family pension not exceed-  
ing Rs25 a month, or a gratuity not exceeding the equivalent of that  
amount. (Allahabad.)

G. I., F. D.,  
324, 11-7-  
93. **723.** Article 735 does not apply to the cases of policemen dying of  
*cholera* contracted during employment on the duty of enforcing sani-  
tary measures in infected villages; but if, in any special case, the Local  
Government should think fit to make a recommendation for the grant of  
a gratuity to the family of a policeman dying of cholera while on sani-  
tary duty, full particulars of the case should be submitted to the  
Government of India. (Central Provinces.)

*Explanation of extraordinary bodily risk.*

G. I., F. D.,  
3480-P.,  
12-8-06. **724.** No general rule can be laid down as to what constitutes extra-  
ordinary bodily risk within the meaning of Article 735, Civil Service  
Dy. G. I.-  
690. Regulations. It is a question in each case to be determined with regard  
to the circumstances. The mere fact of a khalasi being killed by a  
tiger while in the execution of his duty would not be sufficient to bring  
the case within the terms of Article 782, Civil Service Regulations,  
but circumstances could easily be conceived of a survey khalasi in the  
performance of a duty attended with extraordinary bodily risk being  
killed by a tiger.

G. I., F. D.,  
4521-P.,  
20-7-04. **725.** The Government of India do not think it would be expedient to  
alter the existing practice to express an opinion upon the questions  
Dy. G. I.-791,  
25-7-04. whether the injury or death was met while in the performance of a duty  
attended with extraordinary bodily risk within the meaning of Article  
735, Civil Service Regulations.

*Falling from a tree.*

L. W. P. N.-  
359, 22-7-  
02. **726.** Falling from a tree while cutting fodder for Government ele-  
phants is an ordinary accident.



*Hurt in the eye.*L. S. P. N.-  
971, 1-12-  
03.

**727.** Hurt in the eye while in the execution of public duty is an ordinary accident. C. S. R.—  
735.

*Compensation for Railway Accidents.*G. I., F. D.,  
1711-P.,  
4-4-10.  
Dy. G. I.-62.

**728.** With reference to paragraph 7 of the despatch No. 108 (Rail- C. S. R.—  
way), dated 13th November 1908, from the Secretary of State, the 745.  
Government of India have delegated to the Railway Board, Managers  
of State Railways and the Board of Directors of Companies' lines, the  
powers as detailed below in regard to the payment of compensation in  
cases of railway accidents:—

Class of claimant.	Powers delegated to the Railway Board.	Powers delegated to Managers of State Railways and Directors of Companies' lines.
A.—Ordinary passengers	Up to ₹15,000 . . . .	Up to ₹2,000. (To Managers and Directors.)
B.—State Railway servants of the line on which accident occurred.	1. A gratuity not exceeding six months' pay or ₹3,000, whichever is greater (under Article 739 of the Civil Service Regulations). 2. A gratuity not exceeding ₹1,000 [under Article 743 (a) of the Civil Service Re- gulations].	A gratuity not exceeding six months' pay or a maximum of ₹2,000. (To Managers only.)
C.—Servants in Company's line on which accident oc- curred.	Up to ₹3,000 in any single case.	Up to ₹2,000 in any single case. (To Directors only.)
D.—Military men travelling on duty when the claim is made as by an ordinary passenger.	As under A . . . .	Up to ₹2,000. (To Managers and Directors.)
E.—Claims decreed by a Court of Law.	Full powers to pay any sum so decreed.	Full powers to pay any sum so decreed. (To Managers and Directors.)

PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

CHAPTER XXXIX.—GENERAL DEFINITIONS AND CONDITIONS.

Explanation.

*What circumstances justify loan of an officer to a foreign employer.*

G. I., F. D.,  
1282-P.,  
20-3-99.

**729.** As explained in Article 805 (3rd Edition) the Government of C. S. R.—  
India do not lend their own officers to a foreign employer, unless it can be shown that the latter cannot otherwise obtain competent officers and the political or public considerations require that the foreign employer should be assisted by the Government. Where these conditions are not satisfied, an officer of the Government, who in his own interest seeks to be transferred to foreign service, must be content to forfeit all claims on the British Government. (Bengal.)

*Appointments in Native States temporarily controlled by Government.*

G. I., F. D.,  
1231-G. I.,  
27-9-98.

**730.** When a Government officer is appointed by Government to a C. S. R.—  
post in a Native State temporarily controlled by Government merely as acting for the time in lieu of the native ruler, the appointment being one which the native ruler, had he been in possession, would have made himself, the officer should be treated as in foreign service of the first kind.

If the appointment is made for some purpose connected with the control by Government and comes to an end when the control by Government ceases, the officer should be treated as on foreign service of the second kind. (Bengal.)

G. I. For.  
1575-G.,  
26-9-94.  
Dy. 881.

**731.** Hospital Assistants lent to the Kashmir State should be treated as officers transferred to foreign service of the first kind, contribution towards pension being levied from them under the provisions of Article 755.

G. I. Fin.  
2270,  
25-90.  
Dy. 162.

**732.** Hospital Assistants lent to Native States in Rajputana should be treated as officers transferred to foreign service of the third kind, contribution being levied in accordance with the provisions of Article 768.

## CHAPTER XL.—FOREIGN SERVICE OF THE FIRST AND SECOND KINDS.

### Sanction to Transfer.

*Government of India's sanction necessary to the transfer of officers belonging to account offices.*

G. I., F. D., 6553, 30-12-89. **733.** The sanction of the Government of India is required in the case of transfer of service of officers, etc., belonging to the account offices. 753. (Burma.) C. S. R.—

G. I., F. D., 6427-C. S. R., 10-12-10. Dy. G. I.-3226. But the power of a Local Government under Foreign Service Rules has been delegated to the Comptroller General in respect of non-gazetted officers serving in account offices.

*Officers transferred to Foreign Service out of India ought to be furnished with a copy of memorandum of informations.*

G. I., F. D., Res. 1669-P., 24-3-03. **734.** Instances having been brought to the notice of the Government of India that officers transferred to foreign service out of India have received pay from the foreign employer in excess of the amount sanctioned by the Government of India, and also leave in excess of that admissible under the Civil Service Regulations, the Government of India have ruled that every officer transferred to foreign service out of India shall be supplied at the time of his transfer by the authority by whom the transfer is sanctioned with copy of memorandum of informations annexed.

*Local Fund service not to be included in the ten years' limit.*

G. I., F. D., 729-P., 11-2-98. **735.** Service paid from a Local Fund (Incorporated) and qualifying for pension according to the rule of proportions should not be included in the ten years' qualifying service. (Burma.)

*Salary to be paid in the local currency.*

G. I. Fin. 1282-P., 20-3-99. **736.** An officer whose services are lent to a Native State, and who receives a salary, fixed in Government rupees, from the Native State, as its servant, shall be paid in the local currency at any fixed or varying rates of exchange.

G. I., F. D., 7493-P., 30-11-04. Dy. 1722. **737.** Officers rendering service under a Patwari Fund are exempted from the operation of Article 753 (iii), Civil Service Regulations.

*Officer to receive the "exact" equivalent of his fixed salary.*

G. I. Fin. 5299-A., 22-10-94. Dy. 215. **738.** As regards officers whose employment in a Native State is treated as British service, they should not receive less than the salary promised, nor should the Native State, on the other hand, pay anything in excess of the amount contemplated; the salary of those officers, if paid

in the coin of the Native State, shall accordingly be disbursed at a rate C. S. R.— of exchange so regulated, between the Native and British currency, as 753. to leave to the officer concerned, as nearly as possible, the equivalent of his salary in Government rupees.

*Provincial Forest Service is not superior.*

G. I., F. D., 5293-P., 22-9-03. Dy. G. I.-1497. **739.** The Provincial Forest Service is not included in the term "superior service" in the rule in Article 753 (iii) of the Civil Service Regulations. (Bengal.)

*Transfer cannot be sanctioned retrospectively.*

G. I. Fin. 5330-P., 11-2-90. **740.** Transfer to foreign service should not be sanctioned with retrospective effect.

*Extension of foreign service may be sanctioned by the Local Government.*

Circular letter from the G. I., For. Dept., 1596-Est. A., 10-5-10, recd. with F. D. 2606-P., 28-5-10. Dy. G. I.-657. **741.** Pending the issue of revised rules simplifying the foreign service rules at present in force, the Government of India have decided that when an officer's transfer to foreign service has been sanctioned by the Government of India for a stated term, any extension of such employment may be sanctioned by the Local Government concerned without reference to the Government of India, provided that no change is made in the conditions of the officer's employment which would otherwise require the sanction of the Government of India.

G. I., F. D., 3248-P., 5-6-05. Dy. G. I.-586. **742.** The conditions prescribed in clauses (ii) (b) and (iii) of Article 753 of the Civil Service Regulations shall not apply in the cases of postal officials deputed to field service when such field service falls within the category of foreign service of the first kind.

*Pay of an officer to be determined with reference to the substantive pay in British service.*

G. I., F. D., 2574-C. S. R., 2-5-11. Dy. G. I.-406. **743.** The pay of an officer in foreign service should be determined C. S. R.— with reference to the substantive, and not the sub. *pro tem.*, pay which 753 (iv) (c) (1). he would have been drawing in British service.

*Foreign service pay may be fixed on a progressive scale.*

G. I., F. D., 651-P., 9-1-02. **744.** The rule in Article 753 (iv) (c) (2), Civil Service Regulations, that no increase of pay shall be granted to an officer transferred to foreign service until he has served for three years in foreign employ, and that subsequent increments may be allowed at intervals of not less than three years should not be considered as preventing the pay of the appointment to which an officer is transferred being fixed on a progressive scale with annual increments. (Bengal.)



G. I. Fin.  
892-P.,  
27-2-95.  
Dy. 1094.

**745.** The orders\* of Government under which the maximum pay of C. S. R.—Public Works Department officers transferred to foreign service was 753 (iv) fixed at the pay of the grade next above that in which the officer is graded (c) (1). on the Government list do not necessarily contemplate any immediate increase of salary, nor do they justify any claim to higher rate of pay as a matter of right. Unless the question of increase is initiated by the foreign employer no stipulation as to increase of pay can be entertained.

G. I., For.  
Dept., 1404-  
Est. A.,  
4-5-09.  
F. D. 2384-  
P., 12-5-09.  
Dy. G. I.-  
397.

**746.** The Government of India have delegated the powers of a Local C. S. R.—Government to the Resident in Kashmir, the Political Resident in the 753 (iv). Persian Gulf, the Resident at Baroda, the Resident in Nepal and the Political Resident in Turkish Arabia, in respect of the rules in Part VII of the Civil Service Regulations (foreign service and service under Local Funds).

*Acceptance of unauthorised remuneration prohibited.*

G. I., F. D.,  
1282-P.,  
20-3-99.

**747.** In the case of a medical officer the rules† regulating remuneration for attendance on Native Chiefs, Nobles and Gentlemen of high C. S. R.—position in a Native State continue to apply; while except as provided 753 and 784. in those rules, permission is required before an officer who is actually occupying a Government appointment may undertake any duty on behalf of a Native State for remuneration. If the Native State and the officer concerned are subordinate to the same Local Government, the sanction of the Local Government is sufficient, in other cases the sanction of the Government of India is required. The same principle which forbids an alteration of pay also disallows a substantial change of duty without sanction. (Madras.)

**Contribution required.**

F. & C.  
Dept. 11-  
4-02. Dy.  
G. I.-40.

**748.** Questions having arisen (1) as to the date from which the C. S. R.—assumed pay of Royal Engineer officers who have reverted to the Im-754. perial Establishment should be calculated, and (2) whether the maximum assumed pay of Royal Engineer officers, subject to Staff Corps and British service leave rules, is limited to Rs. 1,500 per mensem, it was decided in reply to the first question that in the cases of Royal Engineer officers, the date answering to the date of arrival in India or date of appointment, if appointed in India, for purposes of calculating assumed pay under the rule in Article 754 (a), Civil Service Regulations, will be the date following the completion of two years from date of first commission; also that in making the calculation service both at home and abroad should be taken into account. In regard to the second question it has been ruled that the maximum assumed pay should in all cases be taken as twice the maximum leave allowance admissible to an officer under the Staff Corps leave rules after the commencement of the 30th year of pension, viz., £700 per annum.—(Govt. of India, P. W. D., No 219-G., d. 12 Feb. 1902. F. and C. endt. No. 9813-P., d. 8 April 1902. Dy. G. I.-29.)

Public Works Department Resolution No. 411-G., dated 20th March 1895.

† Notification of the Government of India in the Home Department, No. 437, dated 25th July 1893.

Circular of the same Department, No. 9 (Medical), dated 19th October 1894.

G. I., Army D., letter 2425-B., 13-7-08, to I. G., Imperial Service Troops. [Copy read. with A. G., U. P., letter Pen.-1363, 29-9-08. Dy. F. S.-396.] **749.** The leave and pensionary contributions of officers of the Native Indian Land Forces whose services are lent to Native States for employment with their Imperial Service Troops should be regulated by the rules in Part VII of the Civil Service Regulations in the same manner as in the case of British officers of the Indian Army who are lent for foreign service of the first kind therein specified. C. S. R.-754.

G. I., F. D., 3195-P., 9-6-06. Dy. G. I.-709. **750.** The maximum assumed pay of all military officers who are subject to the Civil Leave Rules is twice £1,000 (Pounds one thousand only) a year, and for those subject to the Military Leave Rules, including those of the Indian Army, is twice £700 (Pounds seven hundred only) a year.

*Fees may be included in "Assumed pay."*

G. I. Fin. 5257-P., 16-12-96. Dy. 1274. **751.** In the case of an officer who was prior to his transfer to foreign service in receipt of fees or commission in addition to pay, if the fees or commission are reckoned towards pension under Article 486 (c), Civil Service Regulations, they should be included in "Assumed pay," the amount of such being taken at the average for the last six months previous to the date of transfer.

*"Substantive" pay to be taken as assumed pay.*

G. I., F. D., 3626, 17-8-97. **752.** The assumed pay on which the contribution for leave allowances and pension is calculated is the pay of the officer's substantive, and not that of his sub. *pro tem.*, appointment. (Burma.)

*Pay in a provisional appointment due to a foreign service vacancy is substantive.*

G. I., F. D., 4387-P., 2-11-97. **753.** For the purposes of this article (754) an appointment made in a foreign service vacancy under Article 89 is a substantive appointment subject only to the right of another officer to return. (Burma.)

G. I., F. D., 3445-P., 1-6-07. Dy. G. I.-722. **754.** The Civil Service Regulations do not admit of special contribution being accepted from an officer in order that he may become eligible for a special additional pension of ₹1,000 a year under Article 475 of the Regulations, which he would have earned had he remained in the service of the Government and that his pension contribution should therefore be recovered on a maximum assumed pay of ₹1,000 per mensem, under Article 755 (a) (ii), Civil Service Regulations. C. S. R.-755.

*Assumed pay of native officers in the Commission of a Non-Regulation Province.*

G. I. Fin. 2821-P., 12-7-93. Dy. 450. **755.** When a native officer in the Commission of a Non-Regulation Province is transferred to foreign service of the first kind, his assumed pay, for the purposes of Articles 754 and 755, should be calculated from the first day of April next following the date of his appointment as an

Assistant Commissioner, and if the two-thirds rule was applicable while C. S. R.—serving in the Commission, the rule should be applied to “Assumed 755. salary” so calculated.

G. I.,  
P. W. D.,  
1090-G.,  
29-4-90.  
Dy. F. S.-67.

**756.** In the case of foreign service Engineers appointed from the Royal Indian Engineering College, Coopers Hill, who are detained in England for a year's practical training before being sent out to India to join appointment, the assumed pay under Article 754 should be calculated from the 1st April following the date in which they completed their college course at Coopers Hill.

G. I., F. D.,  
7493-P.,  
30-11-04.  
Dy. 1722.

**757.** The note to Article 755 (c), Civil Service Regulations, is C. S. R.—intended to apply to foreign service of both the first and second kinds. 755(c).

### Somaliland Protectorate.

**758.** The following arrangement has been adopted by His Majesty's C. S. R.—Government and accepted by the Government of India:— 757.

- (1) that, on final retirement, officers with mixed service (*i.e.*, partly under the Government of India and partly under the Imperial Government as represented by the Protectorate) should receive the pension to which they would be entitled according to the rules framed under the Superannuation Act of 1892;
- (2) that, in accordance with these rules, the Government of India should bear the portion of the pension chargeable in respect of the period during which the officers were paid by the Government of India; and
- (3) that, for the purpose of this apportionment, service in the Protectorate up to the 1st October 1898 should be regarded as service paid by the Government of India, and thereafter as service paid by the Imperial Government.

### African Protectorates.

S. S. Des.  
208 (Finl.),  
20-12-01,  
recd. with  
F. & C. D.  
enddt. 536-  
P., 30-1-02.  
Dy. G. I. 16-  
B., 31-1-02.

**759.** A proportion representing the service under the Government of India of the non-effective charge of the subordinate staff employed in African Protectorates, where a portion of the joint service may have been rendered to India in pensionable capacities, should be met from Indian Revenues.

**760.** The charge in respect of such a pension will be thus apportioned:—

- (a) The Government first served will bear the cost of so much of the pension as may have been earned by the officer's period of service under that Government calculated on his salary at the date of transfer.
- (b) The Government last served will bear the cost of the remainder of the pension.



### Service in Siam.

Letter 2099,  
9-1-01, of  
the Comptr.  
Genl., ad-  
dressed to the  
Comptr.  
Genl., Siam.  
Copy recd.  
under C. G.'s  
endt. 2100,  
9-1-01.  
Dy. C. O.-  
370.

**761.** In the case of officers on foreign service in Siam, their leave C. S. R.—  
allowances may be disbursed in full by the Comptroller General, Siam, <sup>757.</sup>  
the proportion payable by the Indian Revenues, if any, under the rule  
of proportions, being subsequently adjusted by remittances between  
the Comptroller General, Siam, and the Comptroller, India Treasuries.  
But any loss consequent on the remittance on account of exchange or  
commission must not fall on the Indian Revenues.

### Foreign Service during Leave.

*Under what conditions acceptance of employment is admissible.*

G. I., F. D.,  
2998-P.,  
16-5-07.  
Dy. G. I.-  
559.

**762.** An officer who, *during leave*, takes up an appointment which C. S. R.—  
is such as should for public reasons and not merely in his own interests <sup>758.</sup>  
be filled by a servant of Government must be transferred thereto in the  
regular way by the authority empowered to authorise his transfer under  
the rules regulating transfers to foreign service; from the date on which  
he takes up the appointment, he ceases to be on leave and is no longer  
entitled to draw leave allowances from Government, and becomes an  
officer in active service drawing from his employer pay fixed in accord-  
ance with rule.

In the case of acceptance, during leave, of employment of a private  
or casual nature, which is not of the kind for which the Foreign Service  
Rules in Part VII of the Civil Service Regulations provide, a gazetted  
officer, who is in receipt of furlough or leave allowances, may not, with-  
out the special orders of the Government of India, take such service  
under another employer in this country, and no such officer, whose  
services have been lent to any other employer in India, can take leave  
or obtain leave allowances from Government, or from the employer to  
whom his services have been lent, unless he actually quits his employ-  
ment for the period of such leave. In the case, however, of a non-gazetted  
officer, the special permission of his departmental superior may be  
accepted as sufficient authority.

G. I., F. D.,  
Res.  
6228-P.,  
6-11-08.  
Dy. G. I.-  
2022.

**763.** It has been decided that paragraph 3 of the Government of  
India, Finance Department, Resolution No. 2998-P., dated 16th May  
1907, which prohibits an officer while on leave from accepting employ-  
ment of the kind for which the foreign service rules provide, applies  
equally to officers on leave without pay.

### *Medical officers lent for service in Hong-Kong.*

G. I. Mily.  
380-F.,  
26-1-94.  
Dy. 225.

**764.** Officers of the Indian Staff Corps and Medical Subordinates of  
the India establishment lent for service with the Hong-Kong Regiment  
or Arabic Artillery will receive their furlough and leave allowances  
from Army Funds.



### Temporary Transfers.

*Government will entirely bear the leave and pension charges.*

- G. I., F. D., 3076, 11-6-88. **765.** When an officer is exempted from the payment of the usual C. S. I contribution under Article 761 (a), Civil Service Regulations, the Government will bear the whole cost of his leave (long and short) and pension charges. (Burma.)

*This rule does not apply to Foreign Service of the second kind.*

- G. I., F. D., 5330, 8-11-08. **766.** The provisions of Article 761, Civil Service Regulations, exempting from payment of contribution temporary transfers to foreign service, are not applicable to foreign service of the second kind. The note, however, to that article authorising Local Governments to delegate their powers to sanction transfers to temporary duty applies to transfers to foreign service of the second as well as of the first kind. (Bengal.)

### Exemptions from Contribution.

*Contribution to be paid although officer has qualified for pension.*

- G. I., F. D., 680, 24-9-03. **767.** So long as an officer remains in the service of Government and C. S. I is employed in foreign service, the contribution which is due under the rules must continue to be paid, even though the officer has qualified by service for the full amount of pension to which he is entitled and his age exceeds 55 years. (Burma.)

*Medical officers do not include compounders and shop coolies.*

- G. I., F. D., 3976, 11-6-88. **768.** The term "Medical officers" in Article 763 (e), Civil Service Regulations, does not include compounders and shop coolies. (Allahabad.)

*Powers of the Local Government to remit or reduce contribution in the case of Assistant Surgeons employed under Local Fund, etc.*

- G. I., F. D., 877-P, 14-2-01. **769.** The power conceded to the Local Government, by virtue of which they are enabled to remit or reduce the full contributions leviable from Local Boards and Municipalities on account of the pay of Assistant Surgeons employed under them in charitable dispensaries, has been extended to the case of pensionary contribution, also in cases in which the Local Government is fully satisfied that the Local Boards and Municipalities are really unable to meet such charges. (Bengal.)

### Hospital Assistants.

- G. I., F. D., 2890, 5-8-82. **770.** Hospital Assistants admitted to the Civil Branch of Subordinate Medical Service who are employed in the Native States shall, if transferred to such service on or after 14th October 1871, be required to pay contribution prescribed in Chapter XL, Civil Service Regulations.

*Vaccinators.*

G. I., H. D., 190-202, 27-11-06, conveyed in F. D. 6730-P., 3-12-06. Dy. G. I. 2225, 4-12-06. **771.** Vaccinators employed by municipalities and cantonment committees, shall no longer be enrolled as servants of Government nor shall they be employed as a provincial establishment. They shall be wholly under the administrative control of local authorities and shall be on the same footing as other local employés. The existing incumbents shall retain their present rights to pension from Government where such rights exist.

H. D. 89, 10-5-07. F. D. 3045-P., 12-5-07. Dy. G. I. 553. **NOTE.**—The orders apply only to vaccinators and not to the supervising staff of superintendents, deputy superintendents, inspectors and sub inspectors of vaccination.

**Conditions of Foreign Service of the second kind.**

*Service in an estate restored to proprietor but still under the Court of Wards is foreign service of the second kind.*

Progs. of the Court of Wards, No. 716, 6-5-97. **772.** Service rendered in an estate after its restoration to the proprietor may continue to be treated as foreign service of the second kind so long as the funds of the estate are under the control of the Court of Wards. (Madras.)

G. I., F. D., 2337-P., 24-4-07, addressed to Acett. G., Bengal, and other Acetts. G. and Compts. Dy. G. I. 285, 27-4-07. **773.** The condition that foreign service of the second kind "must be strictly connected with the management or control of the Government" laid down in Article 765, Civil Service Regulations, has been thus explained by Government:—"The essential feature of service of the second kind is that it is connected with the exercise of control by Government, and therefore comes to an end when the control of Government ceases." Therefore when an appointment was made merely by the Government as acting for the time in lieu of the native ruler, and making appointment which the native ruler, if he were in possession, would himself make, it was held that in such cases the appointment might continue even after the control by Government ceased, and consequently the service should be treated as of the first kind. [Government of India, Foreign Department, letter No. 1231-G., dated 27th September 1898, to the Chief Commissioner of the Central Provinces.] According to this ruling, while an Administrator, Manager or Superintendent of a State appointed by Government is in service of the *second kind*, the Government officials subordinate to such Administrators, etc., may be in service of the *first kind*.

### Contribution required.

#### *Contributions from officers not of clerical standing.*

G. I., F. D.,  
3747-P.,  
13-6-07.  
Dy. G. I.-  
857.

**774.** Tehsildars, Hospital Assistants, Inspectors of Police and similar C. S. R.—officers, who are not gazetted officers in terms of Home Department 768. Resolution No. 85-Public—1701-1718, dated 8th November 1893, should, when on foreign service, pay contribution at the rate of one-sixth of actual sanctioned salary under Article 768 (b), Civil Service Regulations.

### Date from and to which contribution is payable.

#### *Foreign employers outside India to bear transit pay on either side.*

G. I. For.  
12-E. B.,  
3-1-00.  
Dy. 1497.

**775.** In the case of foreign employers outside India the rule should, C. S. R.—in fairness, be that the foreign employer pays from the date on which <sup>774.</sup> the officer gives up work under the Government of India till the date on which he resumes such work. This principle should be adhered to in future in realising pay, travelling allowance and contribution towards pension and leave allowances.

G. I., F. D.,  
5990-P.,  
26-10-05.  
Dy. G. I.-  
1783.

**776.** In the case of an officer transferred from Government service to foreign service of the third kind or *vice versa*, the principle which should be followed in determining the incidence of transit pay is that contained in Article 774 (b) (i) of the Civil Service Regulations.

#### *The rule applies to an officer taking leave after reversion from Foreign Service.*

G. I. For.  
948-G.,  
11-6-94.  
Dy. 360;  
3058-H.,  
18-6-94.  
Dy. 400.

**777.** The note under Article 774 (b) applies to an officer proceeding C. S. R.—on privilege leave even when some time has elapsed since he left foreign <sup>774.</sup> service. The contribution is payable only on the share of the leave allowances which is chargeable to the foreign employer.

### Remittance required.

G. I. Fin.  
1203-P.,  
16-3-97.  
Dy. 1716.

**778.** In relaxation of the rule in Article 775 the pensionary contri- C. S. R.—bution by officers lent to the British Central African Administration <sup>775.</sup> may, in future, be paid half-yearly.

#### *Acceptance of contributions in arrear.*

G. I., F. D.,  
1282-P.,  
20-3-99.

**779.** It occasionally happens, especially in the case of officers on low C. S. R.—pay, that an officer is transferred from pensionable service to foreign <sup>776</sup> and <sup>802</sup> service or service under a Local Fund, and the necessity for the payment of contribution is overlooked. Many years afterwards, when he is about to retire, it is found that his claims to pension have been forfeited by an omission of which both he and his superiors were unaware, and the



Government are asked to accept arrear contributions on his behalf. It is at the same time represented, and correctly, that the case is one of considerable hardship, as the officer may have been transferred as a matter of routine posting, with no increase of pay or other advantage to himself. Again officers of Government sometimes accept transfer to foreign service on a considerably enhanced salary and pay no contributions. The presumption is that they understood at the time that their service under the foreign employer would not count for pension, but accepted the position in view of the immediate increase of salary. At the end of their service, however, they ask to be permitted to revive their title to pension by the payment of contributions in arrear, or the offer to make such payment is made by the municipality or other body employing them, with the object of rewarding a long period of satisfactory service by the grant of pension.

In almost all such cases the Government of India find themselves compelled to refuse the concession asked for. Pension contributions are paid on principles of insurance and would at the present rates be quite insufficient to cover the cost of the pensions ultimately payable if they were not levied till it became certain in each case that a pension would actually fall to be paid just as no insurance company would agree to a life policy being taken out after the subject of it has actually died. The Government in fact guarantee the payment of an annuity commencing from a certain age and subject to such conditions as continued service and good conduct up to that age. It is a necessary condition of the acceptance by the Government of this liability that the monthly payments necessary to secure the annuity should be regularly made while the various risks involved, such as that of premature death, are still wholly contingent. Nor can the Government accept the view that the grant of pension in such a case is sufficiently justified by the fact of long and efficient service. It is an extremely rare proceeding to declare, as a reward of good service, that an officer's non-pensionable service should count for pension, and it does not seem advisable to permit that to be done in the case of foreign service and service under Local Board which is practically inadmissible in the service of Government.

It is important, therefore, that the exact terms on which an officer is transferred should be considered and explained to him at the time the transfer is made. If it is intended that the right to count service for pension should continue, the payment of contributions should commence forthwith, and the officer should be warned that if contributions are not paid at the time, arrear payments cannot subsequently be accepted, except to the limited extent allowed under Article 776. The latter article, it may be noted, applies only to the cases of foreign service of the first and second kinds. (Bengal.)

**780.** The sanction of the Government of India is necessary for the acceptance of arrear contributions in order that the past service of an officer may qualify for pension.

G. I. For.  
988-G.,  
24-6-97.  
G. I., F. D.,  
8828-P.,  
27-8-97.  
Dy. G. I.-  
708.



**General conditions of service as to Leave and Pension.**

*Aggregate salary and Government share of privilege leave allowance to be calculated on assumed (and not actual) pay in the case of foreign service, first kind.*

G. I. Fin.  
996-P.,  
23-2-94.  
Dy. 150.

**781.** In determining under the rule of proportions the share of privilege leave allowance payable by Government in the case of an officer on foreign service of the first kind, the officer's "assumed pay" should be taken into account in the calculation of the aggregate salary drawn by him for the period of foreign service, and not his actual pay. The share of the privilege leave allowance chargeable to Government should also be calculated on the officer's "assumed pay." The balance of the officer's leave allowance, *i.e.*, the amount necessary to make up the actual net salary received by him, should be borne by the foreign employer with whom, under the rules, it rests to grant the leave. C. S. R.—  
787 and 779.

*Officers of the Superior Educational Staff, Mayo College, exempted from payment of pensionary contributions.*

C. I. T.  
letter No.  
G. A.-2054,  
20-9-11, to  
For. Dept.,  
and their  
reply 51-C.,  
25-11-11.  
Dy. G. I.—  
3020. G. A.  
bundle 264  
of 1911-12.

**781A.** In the case of officers serving in the Mayo College, Ajmer, the Government remit the contribution for both pension and leave allowances for officers of the Indian Educational Service and contribution for pension only for other officers, *i.e.*, privilege leave allowances will in all cases be borne by the College Fund and Government according to the rule of proportions, and allowances during long leave will be paid, irrespective of the place of payment, by—

- (a) Government in the case of officers of the Indian Educational Service, and
- (b) Government and the College Fund according to the rule of proportions (Article 779, Civil Service Regulations) in the case of other officers.

*Contribution not recorded on the share of absentee allowance payable by a foreign body.*

G. I., F. D.,  
704-P.,  
4-2-08.  
Dy. G. I.—  
3061.

**782.** It is not intended, in the case of an officer in foreign service of the first kind who contributes at the rate of one-eighth of assumed pay for pension only, that contribution should be recovered on the share of the absentee allowance payable by a foreign body for the period of leave in the allowances which qualifies for pension under Article 408, Civil Service Regulations. C. S. R.—  
779 (b).

*Assumed pay how regulated.*

G. I. Fin.  
3032-P.,  
4-7-99.  
Dy. 520.

**783.** As laid down in Article 754, to which reference is made in Article 779 (a), an officer's salary for the purpose of calculating his leave allowances should be assumed to be salary increasing with the length of service in the manner prescribed in Article 754 (a) up to a limit of Rs. 2,500 in the case of a member of the Indian Civil Service and of twice the maximum furlough allowance admissible under the ordinary rules in the case of an officer of the other special services.

*Rule of proportion applied to privilege leave allowances and account is taken of the 33 months immediately preceding.*

G. I., F. D., 1941-P., 6-5-95. **784.** The privilege leave allowances drawn by an officer transferred to foreign service should be debited to the foreign body and the Government according to the rule of proportion, and account should be taken of the 33 months immediately preceding the leave. (Bengal.) C. S. R.—779 and 780.

*Leave allowance of the officer to be calculated on "actual" salary.*

F. D. 231-P., 20-1-03. Dy. G. I.—1894. **785.** The leave allowances of an officer who contributes for pension only should be calculated upon the pay actually drawn by him in foreign service and not upon "assumed pay," but the share payable by Government, if any, should be calculated according to the rule of proportions and be based on the assumed pay.

G. I. Fin. 197-P., 15-1-94. Dy. 1295. **786.** The calculation under the rule of proportions of the leave allowances of Honorary Commissioned Officers, Senior Apothecaries, etc., in foreign service should be made on the officers' whole pensionable service, and such portion of their leave allowances under the rules published in the special India Army Circular, dated 8th November 1889, should be charged against the Foreign State as their service under that State bears to their whole pensionable service. The salaries drawn during the periods of service under the British Government and the Foreign State should not be taken into account.

G. I., F. D., 2570-P., 21-5-10. Dy. G. I.—591. **787.** In the case of an officer on foreign service who takes privilege leave contributions are to be recovered from the foreign employer only for that portion of the privilege leave which was earned in foreign service. C. S. R.—781.

G. I., F. D., 7230-P., 30-11-07. Dy. G. I.—2117. **788.** Agreeably to the above principle, when privilege leave allowances are payable according to the rule of proportions, contribution should only be recovered on that portion of the leave allowance which is paid by the foreign employer, in the case of officers on foreign service of the first kind who contribute for pension only.

G. I., F. D., 2083-C. S. R., 31-3-11. Dy. G. I.—38 of 1911-12. **789.** (a) The sanction of the Local Government is sufficient for the grant of examination leave to an officer on foreign service. C. S. R.—782.

(b) The term "absentee allowance" referred to in Article 779 (a), Civil Service Regulations, includes all kinds of leave allowances, except privilege leave allowances. It thus includes "examination leave allowances."

(c) While on examination leave the officer should draw the amount which would be admissible if his salary were actually payable at the assumed rate, plus one-twenty-fourth thereof under Note 1, Article 779, Civil Service Regulations; the whole amount being borne by the British Government.

(d) Since examination leave allowances are payable by Government, the leave and pensionary contributions are not recoverable for the period of examination leave.

### Uncovenanted Service Funds.

**790.** The additional premium of one-fourth payable under Article C. S. R.—785 of the Civil Service Regulations by a subscriber to the Uncovenanted Service Family Pension Fund, Bombay, while he is on foreign service, should be reduced to one-sixth in the case of members who joined the Fund after 12th November 1900. The orders may be applied retrospectively in the case of those who joined the Fund after 12th November 1900.

G. I. Fin.  
3221-P.,  
28-5-04.  
Dy. G. I.—  
422.  
G. I., F. D.,  
6525-P.,  
14-10-04.  
Dy. G. I.—  
1866.

*Subscriptions to Provident Fund calculated on assumed pay.*

**791.** Subscribers to the Police Officers' Provident Fund and other Provident Funds who are in foreign service should subscribe on their assumed pay. This order has no retrospective effect.

G. I. Fin.  
1986-P.,  
25-4-00.  
Dy. 141.

**792.** Subscription to a Provident Fund should be calculated on the assumed pay of an officer on foreign service irrespective of the maximum limits prescribed for calculating contribution in Article 755 (a) (i) and (ii), Civil Service Regulations.

G. I., F. D.,  
5040-P.,  
6-10-09.  
Dy. G. I.—  
1884.

### Lien on Government Appointment.

*Reversion on leave.*

**793.** As a general principle an officer who takes leave from foreign service may be held, for purposes of *pay* [leave allowances] and temporary *promotion* (arrangements in his place), not to revert to British service unless and until he actually rejoins his appointment in British service. He should be held to have retained a lien on his foreign service appointment during his leave.

G. I., F. D.,  
4994-P.,  
14-8-07.  
Dy. G. I.—  
1427.  
G. I., F. D.,  
2103-P.,  
4-3-10.  
Dy. G. I.—  
3413.

The reason of the ruling is that the question whether or not an officer on foreign service will return to such service on the termination of his leave is often quite unsettled when he goes on leave and the Government of India considered that it would simplify matters all round to lay down the general rule specified above.

**CHAPTER XLI.—FOREIGN SERVICE OF THE THIRD KIND.****Contributions required.***Transit pay.*

G. I., F. D.,  
5990-P.,  
26-10-05.      **794.** The principle which should be followed in determining the C. S. R.—  
incidence of transit pay is that contained in Article 774 (a) and (b) (i) 794.  
of the Civil Service Regulations. (Bengal.)

*No contribution in the case of temporary establishment transferred not  
from Government service.*

G. I., F. D.,  
1381-P.,  
17-3-00.      **795.** Recoveries of pensionary contribution referred to in clause (2),  
Article 795, Civil Service Regulations, should not be effected in the case  
of temporary establishment in foreign service of the third kind, the  
members of which have not been transferred from Government service.  
In cases in which temporary service eventually becomes permanent under  
Article 370, Civil Service Regulations, the pensionary contribution  
should be recovered in arrear under proper authority. (Allahabad.)



## CHAPTER XLII.—SERVICE UNDER LOCAL FUNDS.

G. I. Rev.  
741—75-4,  
10-4-00.  
Dy. 373.

**796.** The Government of India recognise the services of Shanbogs C. S. R.—in Coorg, since they have been paid from the village officer's cess, as **797.** pensionable under Article 797, provided there is no legal objection to the payment of their pensions from the village officer's cess and that the Local Fund is in a position to bear the charge.

C. C., Coorg,  
83, 5-7-00.  
Dy.  
166-Pn.—  
207, 1-6-00.  
Dy. 260-Pn.

**797.** As the Chief Commissioner is of opinion that there is no legal objection to the payment of pensions from the village officer's cess and that the Local Fund is in a position to bear the charge, he has in the exercise of the powers conferred on him by Article 797 declared as qualifying the services not only of Shanbogs but of the Assistant Superintendent of Land Records and his subordinates and of parpettigars.

F. D. 6222-  
P., 6-11-05.  
Dy. G. I.—  
1902.

**798.** The services of the establishment of the Hyderabad branch of the Thagi and Dakaiti Departments, rendered under the British Government, will as a special case be allowed to count for pension—the rule of proportions being applied subject to the condition that the pension payable from Imperial Revenues in each case will not exceed such amount as would be permissible under the provisions of the Civil Service Regulations.

The services of Mr. Gayer, Assistant General Superintendent in Hyderabad, will be pensionable from the General Revenues on payment of contributions for leave and pension by the Nizam's Government.

The small establishment employed with Mr. Gayer on his special duty in Central Criminal Intelligence Department before transfer to His Highness the Nizam's service will be subject to the ruling in clause (1).

*District Post Fund, Ajmer.*

G. I., F. D.,  
4562-P.,  
8-11-92.  
Dy. G. I.—  
891.

**799.** Service paid from the District Post Fund, Ajmer, qualifies for pension from the General Revenues.

*Pound and Patwari Funds, Ajmer.*

Asstt.  
Commr.,  
Ajmer, 31,  
17-7-94.  
Dy. P. N.—  
184.

**800.** Service under the Pound and Patwari Funds in Ajmer is not pensionable.

*Ajmer and Merwara Dispensary Fund.*

Civil Sur-  
geon, Ajmer, not pensionable.  
495, 1-8-94.  
Dy. P. N.—  
210.

**801.** Service paid from the Ajmer and Merwara Dispensary Fund is

*Ajmer Village School.*

1st A. A. G. 802. Sanctions the scheme of providing pensions for the teachers of C. S. R.—  
 G., Rajputa- Ajmer Village School and certain other employés who are paid from 797.  
 na, 1122-925, Ajmer District Funds and declares that Imperial Service shall be inter-  
 25-9-95. changeable with District Service.  
 Dy. P. N.-  
 384.

*Ajmer City Branch School.*

I. S. P. N.- 803. Service in appointments in the City Branch School met out of  
 1354, municipal contribution does not qualify before 20th September 1898.  
 21-2-05.

*Local Funds Clerk in Ajmer Treasury.*

G. I., F. D., 804. The appointment of the Local Funds clerk attached to the  
 7220-P., Ajmer Treasury is pensionable. The cost of salary and pension contri-  
 16-11-04. bution should be rateably recovered from the Funds concerned.  
 Dy. G. I.-  
 1622.

*Halkabandi Village Schools in Ajmer.*

Letter sent, 805. The Halkabandi village schools in Ajmer were paid from Local  
 Pn.-1400, Fund up to 31st August 1895 and thereafter from General Revenues.  
 17-3-04,  
 and Bundle  
 639 of  
 1909-10.

*Service of Village Schoolmasters in Ajmer and their pensions.*

G. I., For. 806. There will be no objection on the part of the Government of  
 Dept., 223- India to the calculation of the share of pension payable by it on account  
 G., 24-2-98, of service paid from General Revenues being made according to the  
 conveyed in rule of proportions. The method of payment of the balance of pension  
 G. I., F. D., on account of service paid from Local Funds is a matter for the local  
 1720-P., bodies to determine with reference to the powers conferred on them by  
 18-4-98. law. But it is understood that there would be no objection to their  
 Dy. G. I.-74. purchasing an annuity of the required amount through the Post Office.  
 The Government of India could not in any case agree to accept arrear  
 contributions.

*Ajmer College and City Branch School.*

G. I., For. 807. As a special case the City Branch School shall be treated as a  
 Dept., 2555- Government institution for a period of three years from the date of this  
 I. A., 20-9- order. The question will then be reopened. Under this arrangement  
 98, con- and for the same period the addition recently made to the staff of the  
 veyed in school at a cost of Rs65 per month will be charged to Imperial Revenues.  
 G. I., F. D., The Ajmer Municipality will also be allowed to contribute Rs21-10-8 a  
 4222-Ex. month, with effect from the date of this order, to secure pensionary  
 Sept. 1898. advantages in future for the school establishment, whose salaries, aggre-  
 Dy. G. I.- gating Rs195 a month, are defrayed from Municipal Funds. Service  
 816. paid from Municipal Funds before that date does not count for pension  
 from Government.

G. I., For.  
Dept., 2978-  
I. A.,  
18-7-02,  
conveyed in  
G. I., F. D.,  
4693-Ex.,  
3-9-02.  
Dy. G. I.-  
917, 5-3-02.

**808.** The name of "City Branch School" is changed to "Lower C. S. R.—College." The whole contribution made for its support by the Ajmer 797. Municipality is credited to the College Endowment Fund.

*Ajmer District Fund.*

Chairman,  
District  
Board,  
Ajmer, 235,  
30-7-94.  
Dy. P. N.-216.

**809.** Service under the Ajmer District Fund is non-pensionable except a small portion of it paid from District Post Fund, service in which qualifies.

*Village Schoolmasters in Merwara.*

Letter  
634-39,  
19-1-10,  
from Asst.  
Commr.,  
Merwara, to  
the Commr.,  
Merwara.  
Dy. Raj.-  
172, 28-4-10.  
Bundle  
639 of  
1909-10.

**810.** The service of the village school teachers in Merwara, viz., those paid from Imperial Funds and those from District Funds, will be interchangeable and service of individuals paid from District Funds should be treated as pensionable from General Revenues by payment of the usual pension contribution. The Government of India did not accept the arrears of pension contribution in the case of teachers prior to 1st September 1895, but decided that the share of pension should be provided from each source according to the rule of proportions.

*Malwa Dharmasala Fund.*

Treasury  
Officer,  
Indore, 162-  
C., 2-8-94.  
Dy. P. N.-  
211.

**811.** Service under the Malwa Dharmasala Fund was not pensionable before it had merged into the General Revenues under orders of the Government of India.—(Dy. No. G. I.-3388, dated 9th March 1908.)

*Manpur Road and School Funds.*

1st A. A. G.  
G., Indore,  
5436, 6-8-94.  
Dy. T. A.-  
489.

**812.** Service under the "Manpur Road Fund" and the "Manpur School Fund" is not pensionable.

*District Board, Coorg.*

Secy. to the  
Ch. Commr.,  
Coorg, 2150,  
1-11-07.  
Dy. T. B.-  
743.

**813.** The pension to the employés of the District Board, Coorg, is sanctioned by the Hon'ble the Chief Commissioner of Coorg, under Article 797, Civil Service Regulations, on the proposal that the services of its employés should qualify for pension, and that they should be debited to General Revenues and District Fund, respectively, from which they are paid, according to the rule of proportions under Article 799, Civil Service Regulations.

*Village Officer's Cess Fund, Coorg.*

L. S. P. R.-  
45, 15-6-03. **814.** The Village Officer's Cess Fund in Coorg was absorbed into the C. S. R.—  
General Revenues from 1st April 1906. 797.

*Coorg District Post Fund.*

Letter sent,  
P. N.-981,  
30-3-00,  
and Dy.  
T. B.-321,  
29-7-02. **815.** Coorg District Post Fund transferred to Local from Imperial  
with effect from 9th April 1902.

*Local Fund, Canarese School.*

**816.** Service under Local Funds, Coorg, is qualifying.

Chief  
Commr.,  
Coorg,  
2626,  
18-3-03.  
Dy. Pn.-1086.

**817.** The educational establishment (Local Fund, Canarese School)  
was transferred from Imperial to Local Fund (Coorg District) on 9th  
April 1901.

*Indore Agency Road Fund.*

A. G. G.,  
C. I., 3440,  
14-9-03.  
Dy. T. A.-  
898.  
G. I., For.  
Dept.,  
4036-I. B.,  
1-9-03.

**818.** The services of the men previously paid from the Indore Agency  
Road Fund and now employed in the Central India Agency Police may  
be regarded as qualifying for pension, and to that extent service under  
the Indore Agency Road Fund is declared pensionable under Article 797,  
Civil Service Regulations. There are 30\* men to whom this ruling will  
apply.

This rule does not apply as regards transfer to any other establish-  
ment as the Local Fund was not declared pensionable before it was  
imperialised.—(L. S. G. R.-24, dated 19th October 1908.)

\*For list of  
these men see  
P. N. T. R.-  
84.  
Poll. Agent,  
Sirdarpur,  
1017-C.,  
11-7-07.

*Excluded Local Fund Service.*

G. I. Fin.  
403-P.,  
19-7-95.  
Dy. 606.

**819.** The rule of proportions in Article 799 cannot be applied C. S. R.—  
generally in granting pensions for service paid partly from General 799.  
Revenues and from Excluded Local Funds. The special sanction  
of the Government of India is necessary to its application in any case.

*Residency Bazaars, Secunderabad and Aurangabad Cantonment Police.*

G. I., For.  
Dept.,  
6513-B.,  
18-2-07.

**820.** The services of the men of the Secunderabad District Police C. S. R.—  
before 1st April 1905, the date of the amalgamation of the Police Forces 801.  
employed in the Secunderabad Residency Bazaar and Aurangabad Can-  
tonments, should be combined with their services from that date and



conveyed in  
G. I., F. D.,  
1232-P.,  
27-2-07.  
Dy. G. I.-  
3064.

treated as one continuous service for purposes of pension, the rule of C. S. R.—  
801.

*Hyderabad Contingent Cantonment Fund.*

G. I., For.  
Dept.,  
931-G.,  
16-5-04,  
conveyed in  
G. I., F. D.,  
3228-P.,  
20-5-04.  
Dy. G. I.-  
354.

**821.** The rule permitting the rule of proportions which was allowed in Government of India, Foreign Department, No. 2852-P., dated 30th June 1897, to the pensions of officers whose service has been partly paid from the Revenues of Berar and partly from the Residency Bazaar Fund or the Secunderabad Abkari Fund subject to the proviso that the service is throughout of a *quasi*-provincial and not merely of a municipal character will be applied also to service which is partly paid from the Hyderabad Contingent Cantonment Fund.

*Secunderabad Local Fund.*

G. I., F. D.,  
1001,  
17-2-82.  
Dy. G. I.-  
13110.

**822.** For the grant of pensions to employes of the Secunderabad Local Fund, that Fund may be treated as an Incorporated Local Fund.

*Standing orders for the payment of pension from Excluded Local Fund prohibited.*

C. G. 30,  
5-4-97.  
Dy. 29.

**823.** Article 800 absolutely prohibits the issue of standing orders on Government Treasuries for payment of pensions from Excluded Local Funds.

*Services in a Municipality during leave.*

G. I., F. D.,  
3774,  
12-7-88.  
Dy. G. I.-  
467.

**824.** An officer does not forfeit his previous qualifying service under Government by taking leave without pay and taking up appointment in a municipality with the knowledge of his superiors. No contribution can be taken in this case as the appointment was not made with the consent of the Government.

*Cantonment Funds.*

G. I., F. D.,  
3260-A.,  
26-7-97,  
conveyed  
with C. G.'s  
3260-A.,  
26-7-97.  
Dy. C. O.-  
193.

**825.** The grant of gratuities or pensions to Cantonment Fund employes is not permissible under Cantonment Fund Rules.

*Officers transferred to the establishment mentioned in Article 801.*

G. I., H. P.,  
1287-P.,  
7-11-03.

**826.** The services of an officer transferred from qualifying service under Government to one of the establishments mentioned in Article 801, Civil Service Regulations, are, under Article 803, Civil Service Regulations, subject to the same limitations and conditions as are applicable to foreign service notwithstanding the fact that his service under the Local Fund qualifies for pension according to the rule of proportions under Article 801, Civil Service Regulations. (Bengal.)

*Combination of service in the Residency Bazaars and Hyderabad Railway Police.*

G. I., F. D., 4515-P., 31-7-08. Dy. G. I. 1123. **827.** The application of the rule of proportions has been sanctioned C. S. R. for the combined service in the Residency Bazaars Local Fund and 801. Hyderabad Railway Police.

The Resident at Hyderabad is competent to dispose of such cases in future without reference to the Government of India.

*Arrear contribution cannot be accepted.*

G. I. Fin. 2542-P., 7-6-97. Dy. 334; 3828-P., 21-8-97. Dy. 708. **828.** A Local Government is not competent to sanction the acceptance C. S. R.— of arrear contributions for pension from Local Fund employes in order 802. to enable their past service to qualify for pension from the General Revenues with reference to Article 802, Civil Service Regulations.

The Hon'ble the Chief Commissioner, Ajmer-Merwara, has sanctioned the treatment of the Local Fund service of the following employes of the District Board, Ajmer-Merwara, as pensionable from the General Revenues within the provisions of Article 802, Civil Service Regulations, with effect from 1st September 1895:—

8 teachers at R12 each per mensem					
25	„	„	„	9	„
5	„	„	„	8	„
2	„	„	„	6	„
1 clerk	„	„	„	60	„

up to 31st August 1902 and thereafter at R75 per mensem, 1 chaprasi at R7 per mensem.—(Vide endorsement of the Commissioner, Ajmer-Merwara, No. 6529, dated 26th November 1902. Dy. No. F. S.-195.)

*Bhopal Local Fund.*

Dy. G. I. 417, 25-5-05. For. Dept. 1739-I. B., 12-5-00, recd. from Fin. Dept. **829.** The members of the Central India Agency Police Force are permitted to count their combined service under Government and the Bhopal Local Fund as one continuous service and will be granted pensions chargeable according to the rule of proportions to the General Revenues and the Local Fund.

G. I., For. D., 4659-I. B., 14-11-06, conveyed in F. D. 6584-A., 24-11-06. Dy. G. I. 2168. **830.** The establishment of the Gwalior Residency Local Fund, which is paid from the General Revenues after the abolition of the Fund on 1st April 1907, is not pensionable, since it is not the intention of the Government of India that the inclusion in the general accounts of what has hitherto been a Local Fund should *ipso facto* made pensionable the service of any employe formerly paid from the fund if such service is not already pensionable.

*Gwalior Residency Local Fund.*

Resdt.,  
Gwalior,  
4092, 10-  
7-94.  
Dy. P. N.-  
171.

**831.** Service under the Gwalior Residency Local Fund has not been declared pensionable. C. S. R.—802.

A. G. G.,  
Bal.,  
1905-R.,  
8-7-10, recd.  
with Rev.  
Commr.,  
1911, 8-7-10.  
Dy. Balu.-  
479.

**832.** The services of teachers in Primary Schools in Baluchistan other than such teachers as hold departmental certificates or have passed the Middle School Examination and have worked satisfactorily for two years in Baluchistan shall not qualify for pension.

*Teachers of Primary Schools in the Baluchistan Agency paid from Local Funds.*

A. G. G.,  
Bal.,  
1906-R.,  
8-7-10, recd.  
with Rev.  
Commr.,  
1911, 8-7-10.  
Dy. Balu.-  
479.

**833.** The services of the teachers of Primary Schools in the Baluchistan Agency, paid from the Local Funds, either with or without the help of the Provincial Revenues, qualify for pension as detailed below:—

- (1) With effect from 1st June 1910, the service of the incumbents of the appointments mentioned in column 2 of the following statement shall qualify for pension provided that they either hold departmental certificates or have passed the Middle School Examination and have worked satisfactorily for two years. Teachers who do not at present possess the necessary qualification but who may hereafter qualify will count service for pension only from the date on which they qualify.
- (2) The administrators of the Local Funds mentioned in column 5 of the statement referred to shall contribute monthly towards pension charges of the teachers mentioned in column 2 sums equal to one-ninth of the monthly salaries of such teachers.
- (3) The monthly contributions shall be added to the amount of the regular establishment bills of the Fund concerned and paid by transfer credit to Baluchistan Provincial Revenues at the time the bills are cashed at the Treasury.
- (4) With the exception of Sibi Municipal Fund, the establishment bills of all other Local Funds affected by this order are already drawn in accordance with the rule for the audit of the accounts of such funds. In the case of teachers paid from the Sibi Municipal Funds the accounts of which are not at present audited by the Comptroller, India Treasuries, although the fund is a recognised Local Fund banking with a Government Treasury, their pay and the contributions referred to in clauses 2 and 3 above shall, in order to meet the requirements of Article 802, Civil Service Regulations, be drawn with effect from 1st June 1910, not by cheque as is done at present, but on regular establishment bills, as if the accounts of the fund were subject to the audit rules cited above.

*Statement showing the school teachers in the Baluchistan Agency paid C. S. R.—  
from the local funds with or without aid from the special revenue <sup>802</sup>.  
in respect of whom contribution will be paid by the funds concerned  
towards their pension to be granted from the General Revenues.*

No.	Name of school.	Designation of teachers.	Pay.	Monthly contributions based on substantive pay.	Name of the Local Funds from which payable.	REMARKS.
			R	R a. p.		
Quetta-Pishin District.						
1	Pishin .	1. Head Teacher .	30	3 5 4	Pishin Sadar and Bazaar Fund.	In the case of acting appointments, the contribution will of course be altered according to the salary drawn by each incumbent.
		2. Asst. do. .	20	2 3 7		
2	Chaman	3. Head do. .	30—2—40	4 1 2		
		4. Asst. do. .	20	2 3 7		
3	Alizai .	5. Teacher .	30	3 5 4		
4	Killa Abdulla.	6. Do. .	25—1—30	3 2 4		
5	Bostan .	7. Do. .	30	3 5 4		
				21 10 8		
Sibi District.						
6	Shahrig .	8. Teacher .	30	3 5 4	Shahrig Bazaar Fund. Sibi Municipal Fund.	
7	Kurk .	9. Head Teacher .	20	2 3 7		
8	Khajjak .	10. Do. .	20	2 3 7		
				4 7 2		
Loralai District.						
9	Loralai	11. Head Teacher .	30	3 5 4	Loralai Town Fund.	
		12. Asst. do. .	20	2 3 7		
				5 8 11		



No.	Name of school.	Designation of teachers.	Pay.	Monthly contributions based on substantive pay.	Name of the Local Funds from which payable.	REMARKS.
			R	R a. p.		
			<i>Zhob District.</i>			
10	Fort Sandeman Boys' Anglo-Vernacular Primary School.	13. Head Teacher .	60	6 10 8	Fort Sandeman Bazaar Fund.	
11	Akhtarzai	14. Teacher .	35	3 14 3		
12	Hindu Bagh.	15. Do. .	30	3 5 4		
13	Kan Meh-tarzai.	16. Do. .	30	3 5 4		
				17 3 7		
			GRAND TOTAL .	52 3 8		

### Pensions from General Revenues.

*A Local Fund cannot contribute for individual employes.*

G. I., F. D.,  
1282-P.,  
20-3-99.

**834.** There is no authority for receiving pensionary contributions, arrear or otherwise, from a local body for individual employes selected from among its establishment. The rule in Article 802 authorises the Local Government to permit the administration of a Local Fund to contribute for pensions from the General Revenues, for the whole of its permanent employes or for any specified classes of them. It is intended that the contributions should be calculated upon the total of the sanctioned salaries of the appointments in respect of which they are paid, without reference to the question whether the particular individuals who at any time hold the appointments are rendering qualifying service or not. The effect of a transfer to service under a Local Fund in the case of any particular individual is, therefore, that his service under the Local Fund will qualify for a pension from General Revenues if the appointment to which he is transferred is one of a class for which contributions are paid, whether his previous service under Government was qualifying or not; but it will not qualify if the appointment does not belong to such a class. (Bengal.)

*Rule of proportions to be applied when transferred to Excluded Local Fund in the interests of public service.*

G. I. Fin.  
2753-P.,  
6-7-00.  
Dy. 412. **835.** The rule of proportions is applied only in cases where officers C. S. R.—  
are transferred in the interests of the service from Government employ- 802.  
ment to service under Excluded Local Funds and *vice versa*; where a  
man is not transferred but resigns the one service to take up the other,  
the rule of proportions should not be applied but separate pension given  
for the different services.

*Local Boards.*

L. S. P. R.-  
242, 27-3-07. **836.** The expression "Local Boards" in this article includes C. S. R.—  
"Municipalities." 804.

*Officer compulsorily transferred to Local Fund and then dismissed there-  
from may be granted pension.*

G. I., F. D.,  
819-P.,  
19-2-03. **837.** When a Government officer is compulsorily transferred to an C. S. R.—  
appointment paid by a Local Fund, and is subsequently dismissed there- 806.  
from, he has no claim to a pension or gratuity; but if the Local Govern-  
ment consider that he is deserving of a compassionate allowance, it may  
award a pension not exceeding that which could have been granted as  
a compensation pension on the termination of the officer's service under  
Government. (Burma.)

*Grant of pension to the employés of the Municipal or Local Bodies.*

G. I., H. D.,  
Res. conveyed  
in G. I.,  
F. D., Dy.  
G. I.-736. **838.** All rules framed by Municipalities or Local Boards regulating  
the grant of pensions to their employés should be submitted, before  
promulgation, for the approval of the Government of India, and that  
Local Governments and Administrations before sanctioning such rules  
should consult the Accountant General or Comptroller in the matter and  
obtain a report from that officer to the effect that the proposed rules are  
not more liberal than the ordinary pension rules of Civil Service Regu-  
lations.

*Grant of leave and leave allowances to Cantonment Fund employés.*

G. I., Mily.  
Fin. D.,  
1247-P.,  
19-9-11,  
copy  
received  
with C. G.'s  
753-E.—  
514-11,  
13-10-11.  
Dy. G. I.-  
2479. **839.** The grant of leave and leave allowances to Cantonment Fund  
employés should be regulated by Article 811 of the Civil Service  
Regulations. Where rules to regulate grants of leave have not been  
laid down under legal enactment, leave and leave allowances of such  
employés should not, without the sanction of the Local Government,  
exceed what would be admissible under the Civil Service Regulations.

**Leave, Acting and Travelling Allowance Rules.**

*Municipal employés not subject to acting allowance rules.*

G. I., F. D.,  
2262-P.,  
15-4-04. **840.** Municipal employés are not subject to the rules of the Civil C. S. R.—  
Service Regulations regulating acting allowance. (Bengal.) 811.

## PART VIII.—RECORD OF SERVICE.

## CHAPTER XLIII.—RECORD OF SERVICE.

**841.** The records of service of all military officers in permanent C.S.R.—  
 G. I. Mily. political or other civil employ whose pay is under the audit of this office 815.  
 Notfn. 1080, will be maintained by the Deputy Controller of Military Accounts,  
 18-10-95. Eastern Circle, in which the officers may be serving.  
 Dy. G. I.-858.

*Record of service of non-continuous service Royal Engineer Officers.*

**842.** The records of service for furlough and pension of non-contin-  
 uous service officers of Royal Engineers who have completed five years' Indian service, and who have not given notice of their intention to revert to the Home establishment, shall be prepared and maintained as follows:—  
 G. I., Army  
 Dept., 2408-  
 B., 14-10-10;  
 F. D. 5432-  
 F. E.,  
 19-10-10.  
 Dy. G. I.-  
 2621.

(a) *For officers employed in the Military Works Services.*—By the Examiner of Accounts, Military Works Services.

(b) *For officers employed otherwise than in the Military Works Services.*—By the Controller of Military Accounts or Deputy Controller of Military Accounts in independent charge in whose Circle or Division the officer is employed.

*Kohat Salt Mines.*

**843.** The members of the Kohat Salt Mines do not come under C.S.R.—8  
 G. I., F. D., Article 816 (1), Civil Service Regulations. (1).  
 2696, 3-6-90.  
 Dy. G. I.-  
 302.

**844.** Those whose pay does not exceed R10 per mensem should not be required to keep up service books.  
 G. I., F. D.,  
 15-8-90. Dy.  
 G. I.-637.

*Sub. pro tem. promotions.*

**845.** The service of a Police officer on pay not exceeding R20 per C.S.R.—  
 L. S. P. R.- menssem promoted sub. *pro tem.* to a higher post need not be verified 824.  
 21, 18-5-08. from the annual returns or under Article 908, Civil Service Regulations.



PART IX.—PROCEDURE RELATING TO LEAVE.

CHAPTER XLIV.—APPLICATIONS FOR AND GRANT OF LEAVE.

To whom submitted.

*Veterinary officers.*

G. I., F. D., 4103-P., 30-8-95. Dy. G. I.-796. **846.** All applications for leave other than casual leave by officers of the Civil Veterinary Department should be forwarded by the Local Government through the Inspector General, Civil Veterinary Department, to the Government of India for orders. C. S. R.—825.

*Rules specifying the procedure to be followed by gazetted officers serving under the Government of India in the Foreign Department when submitting applications for furlough and leave (including privilege leave) or when proceeding on or returning from leave.*

G. I., For. Dept., 693-Est., 15-12-08. Dy. G. I.-2536. **847.** (1) All applications for furlough or leave (including privilege leave) should in future be sent through the audit officer concerned, who will report upon the applicants' title to leave.

(2) Applications for furlough or leave should not, except in cases of real emergency, be made by telegram.

(3) Every officer proceeding on leave or furlough out of India should—

(a) before embarkation, inform the Comptroller, India Treasuries, and the Foreign Department of his address while on leave;

(b) report his embarkation to the audit officer concerned, and his arrival in England to the Secretary of State (Article 222, Civil Service Regulations).

(4) Every officer on leave out of India should, before his return, communicate direct to the Foreign Department (and in the case of an officer attached to the North-West Frontier Province also to the Chief Commissioner, North-West Frontier Province) the probable date of his arrival in India, the port at which he proposes to land, and the line of steamers by which he will travel. This report should reach the Foreign Department at least one clear month before the probable date of the officer's arrival in India. Instructions will then, whenever this is necessary, be sent to meet the officer at the port of debarkation addressed to the care of the Agent of the Company by whose steamer the officer may be travelling.



*Particulars regarding leave of officers in the Accounts Department should be communicated to the Comptroller General.*

848. The heads of Accounts offices should communicate to the C.S. 1 Comptroller General's office by the 15th of October of every year whether 825. any officer in their offices had any intention of proceeding on leave of any kind during the next calendar year, and if so, the probable date from which the leave would be required, its nature and extent. A further report should be submitted by the 15th of February of each year confirming or modifying the previous advice. These reports should be submitted in the accompanying forms and should include all gazetted officers, including the head of the office. After receipt of all the advices the possibility of granting the leave wanted will be considered, more especially when the question of long leave is involved. The officers concerned will be informed in due course whether the leave is likely to be granted or refused.

2. Applications for long leave, of which notice has not been given in the reports, will be considered only if the number of absentees is not so large as to affect the working strength or if it can be shown that the leave is urgently necessary, either on private or medical grounds.

*Intentions of officers in regard to long leave.*

Name.	Rank.	Where employed.	Nature of long leave required.	Period of leave required.	From what date.	Amount of furlough due.	Date of last return from long leave.	REMARKS.

*Intentions of officers in regard to privilege leave.*

Name.	Rank.	Where employed.	Amount of privilege leave.	From what date.	Amount of privilege leave due.	Date of return from last authorised leave of any description.	REMARKS.

### Privilege Leave.

*The unexpired period of the leave of a recalled officer is subject to this Article.*

G. I., F. D., 5131-P., 10-9-06. **849.** The utmost which an officer recalled from privilege leave can claim is to be placed in the same position as he was when he was recalled. At that time the whole of his privilege leave was subject to the requirements of Article 826, and consequently the unexpired portion of it must be held to be similarly qualified. (Bengal.)

*Retirement of an officer at the expiration of Privilege Leave.*

L. S. P. R.-157, 30-5-08. **850.** An officer does not forfeit his privilege leave allowance if he takes leave without pay in continuation of privilege leave and then returns to duty, or if he retires at the end of combined privilege leave and leave without pay extending over a period of not less than six months (note to Article 826, Civil Service Regulations). His privilege leave allowance should be recovered in case if he is granted privilege leave and leave without pay in continuation up to the date of his medical invaliding certificate, and his pension should commence from the termination of his leave without pay. But if the Local Government think that the man was incapacitated for further service from the commencement of his privilege leave and accept a medical certificate, bearing a later date under Article 911 (c), Civil Service Regulations, the pension might commence from the commencement of his privilege leave.

*Relaxation of the three months' condition in Article 826.*

F. D. 2642-P., 9-5-08. Dy. G. I.-385. **851.** The authority who sanctions the leave should be satisfied that there has not been any deliberate or intentional evasion of the rules. He may then relax the condition as to three months' service being rendered after return to duty before retirement can be permitted, in the case of privilege leave granted under Articles 301 (b) and 345 of the Civil Service Regulations.

### Medical Certificate.

*Contents.*

G. I. Fin. 2161-P., 10-6-93. Dy. 324. **852.** The medical certificate should be the same as that required by the Civil Service Regulations to entitle an officer to leave on medical certificate and should recommend leave out of India.

### Grant of Leave.

G. I., Dept. of R. & A., Cir. 11-150-2, 21-3-11; F. D. 2462-Ex., 26-4-11. Dy. G. I.-334. **853.** The Local Governments have been empowered to appoint local Meteorologists and grant and gazette leave of any kind to them.

The following procedure should be observed in such cases:—

- (i) When a permanent vacancy is about to occur or when a local Meteorologist applies for leave of absence, the Director General of Observatories will, after making enquiries,

submit his proposals to the Local Government for filling C. S. R.—  
up the vacancy permanently or temporarily as the case may 841 (a).  
be.

(ii) The Local Government, if it accepts the proposals of the Director General of Observatories, will then notify the appointment of the permanent successor or the grant of leave to the permanent incumbent and the appointment of the *locum tenens*, as the case may be.

(iii) A copy of every notification issued by the Local Government should be furnished to the Government of India, Department of Revenue and Agriculture, the Director General of Observatories, and the Comptroller, India Treasuries.

G. I., R. & A. Dept., 853—150-3, 29-3-11. Dy. G. I.—4582. **854.** The Director General of Observatories has been authorised to grant and gazette leave of any kind to Imperial Meteorologists and to make ordinary officiating arrangements by promotion of officers directly under his orders, subject to the condition that it is not necessary to appoint an outsider to the officiating vacancy. C. S. R.—841 (c).

G. I., Dept. of R. & A., 467-F.—151-2, 22-5-11. Dy. G. I.—870. **855.** The Inspector General of Forests has been authorised to grant and gazette leave of any kind to officers of the Imperial and Provincial Forest Services serving in the Forest Research Institute and College, Dehra Dun, and to make such officiating arrangements for carrying on the absentees' duties as may be required, provided it is not necessary to take an officer from outside the Institute and College to fill the leave vacancy. In granting and notifying leave the procedure prescribed in Article 841, Civil Service Regulations, should be followed, and in accordance with sub-clause (d) a copy of every notification issued by the Inspector General should be furnished to the Department of Revenue and Agriculture and the Comptroller, India Treasuries, for information. C. S. R.—841 (c) and (d).

G. I., C. & I., 225—160, 8-1-08. Dy. G. I.—2767. **856.** The Government of India have delegated to the Controller of Printing, Stationery and Stamps the power to grant privilege leave to the gazetted officers under him in the Stationery and Printing Departments in cases in which no substitute is required and no expense is involved. The grant of leave under these orders is to be notified in Part II of the *Gazette of India*.

In the case of non-gazetted officers in the Departments under his control the Controller is authorised to deal with all applications for leave and to make the necessary arrangements for carrying on the absentees' duties during the leave.

G. I., For. Dept., U. O. 302-Est. B.—L. C., 31-5-10, and C. I. T.'s U. O. 110, 13-6-10. **857.** The Agent to the Governor General, Baluchistan, is competent to sanction the grant of leave to officers of the Zhob and Mekran Levy Corps subject to title.

G. I., F. D., 3840-F. O. & A., 23-7-10. Dy. G. I.—1616. **858.** The Comptroller and Auditor General has been delegated by the Government of India to finally dispose of all questions relating to the posting and transfer of, and the grant of leave of whatsoever kind to, officers of the service hitherto known as the Superior Accounts Branch of the Public Works Department (including those employed on Rail- C. S. R.—841 (c).



ways) and Chief Accountants with effect from the 1st July 1910, provided C. S. R.— that the above authority will continue to be exercised by the Govern- 841 (c). ment of India with regard to—

- (a) the Accountant General, Railways,
- (b) the Assistant Secretary to the Government of India in the Public Works Department.

If leave be refused in any case, a report of the reasons for the refusal should be made to the Government of India. As leave and transfers will, as heretofore, be notified in Part I of the *Gazette of India*, a report should, in each case, be submitted to the Government of India for publication.

G. I., For.  
Dept., 897-  
Est., 23-3-  
09.  
Dy. G. I.-  
3192.

**859.** The Political Resident in the Persian Gulf has been authorised to grant privilege leave, subject to title, to officials of the Government of India of the classes noted below who are serving under his orders as Resident, subject to the conditions stated in each case:—

- (a) Officers of the Political Department of the Government of India on the understanding that local arrangements can be made for performing the work of the absentee, and that the concurrence of His Britannic Majesty's Minister, Tehran, is obtained in cases where the officer is serving in Persia.
- (b) Officers of the Indian Medical Service on the conditions stated above.
- (c) Assistant Surgeon serving on plague duty in the Persian Gulf, on the understanding that arrangements can be made locally for the performance of the work of the absentee, and that the consent of the President, Tehran Sanitary Council, is obtained in each case.
- (d) Extra Assistant to the Political Resident on the understanding that local arrangements can be made for performing his work during his absence.

G. I., F. D.,  
Res. 7151-  
F. O. & A.,  
24-12-08.  
Dy. G. I.-  
2433.

**860.** All questions relating to the posting and transfer of, and the grant of leave of whatsoever kind to, officers of the General List of the Finance Department and Chief Superintendents in the Civil Accounts Department are, from the 1st January 1909, to be disposed of by the Comptroller General except in the case of—

- (a) all Comptrollers,
- (b) the Deputy Comptroller General,
- (c) the Deputy Auditors General,
- (d) the Assistant Secretary to Government of India, Finance Department, with regard to whom this authority will continue to be exercised by the Government of India.

G. I., F. D.,  
147-F.E.,  
10-1-12.  
Dy. G. I.-  
3383.

**861.** All questions relating to the posting, promotion, leave and transfer of the Mint and Assay officers should be submitted to Government through the Comptroller General.



G. I., For. Dept., U. O. M. D.-534, 6-10-10. C. I. T. U. O. 388, 31-10-10.

**862.** The Agents to the Governor General, Baluchistan, Rajputana and Central India, and the Resident at Hyderabad have been authorised to grant privilege leave, subject to title, to officers of the Political Department of the Government of India and of the Indian Medical Service, serving under their orders, without reference to the Government of India when local arrangements can be made. In future arrangements made under these orders will be reported to Government of India as draft notification for publication in the *Gazette of India*, Part I.

NOTE.—It must be understood that members of the Political Department should ordinarily be appointed to fill vacancies in cadre posts. Such vacancies should be filled from outside the Department only as a strictly temporary measure, and where no other arrangement is possible, and in such cases the previous orders of the Government of India should be obtained.

G. I., For. D., Progs. Est., Dec. 1909, No. 26, received with U. O. C. C. 503-Est. (B), 30-10-11.

**863.** The Inspector General, Imperial Service Troops, has been authorised to grant privilege leave in India, which need not be gazetted, to the Inspecting Officers serving under him. If the leave required is out of India, sanction of the Foreign Department is necessary.

G. I., Dept. of R. & A., 18, 3-1-11. Dy. G. I.-3439.

**864.** The Surveyor General of India has been authorised to grant leave and furlough to all officers of the Survey of India below the rank of Superintendent, the leave granted being notified in Part II of the *Gazette of India*.

NOTE.—The Surveyor General has power of granting privilege leave to Superintendents.—(G. I., R. & A. Dept., No. 178-5-3, dated 13th February 1911. Dy. G. I.-3941.)

G. I., F. D., 642-F. E., 2-2-11. Dy. G. I.-3823.

**865.** The Accountant General, Railways, has been delegated by the Government of India with authority to grant short leave to Railway Account officers, when he can do so without requiring an extra officer to take the place of the absentee; but in all cases in which the grant of the leave involves the appointment of an officer to act for the absentee, the leave will be granted by the Comptroller General in accordance with Article 1650 of the Civil Account Code.

G. I., R. & A. Dept., 688-150-1, 14-3-11. Dy. G. I.-4378.

**866.** The Inspector General, Civil Veterinary Department, has been authorised to grant and gazette leave of any kind to gazetted officers of the Civil Veterinary Department serving directly under his orders and to make such officiating arrangements as may be necessary, provided it is not necessary to take an officer from a province to fill the leave vacancy. The Inspector General, Civil Veterinary Department, has also been authorised to grant leave of any kind to non-gazetted European Laboratory Assistants subject to the condition stated in Revenue and Agriculture Department letter No. 1363-87-2, dated 23rd May 1908, that it is not necessary to recruit an officiating officer from Europe.

### Rules regarding Military Officers.

*Military furlough certificates not intended for officers subject to Staff Corps Leave Rules.*

G. I., M. D., office memo. 364, 6-1-01.

**867.** The certificates referred to in Article 860 of the Civil Service Regulations are intended for officers subject to the Regulations of 1868 and 1875, and it is not usual for the Military Department to issue any

furlough certificate in the case of an officer subject to the leave rules for the Staff Corps. C. S. R.—860.

The information required by Civil Account officers may be obtained from Article 358 of the Army Regulations, India, Volume I, 1905. (Allahabad.)

*Leave to Honorary Commissioned and Warrant Officers.*

G. I., M. D.,  
Notfn.  
134,  
8-2-95. **868.** The Controller of Military Accounts will not be required to report on applications for furlough or leave from Honorary Commissioned and Warrant Officers except in cases of furlough under the rules of 1868 or 1875, when the particulars necessary to determine their title to furlough and the rule or rules under which it should be granted may be obtained from the records of service attached to the applications. No record of service, such as that maintained for commissioned officers, is required in these cases. (Burma.)

G. I., F. D.,  
5632-P.,  
4-12-95. **869.** Reports on the title to leave other than privilege leave of Honorary Commissioned and Warrant Officers who are in civil employ and are subject to the Military Leave Rules of 1886 should be made by the Accountant General concerned. (Burma.)

*Military furlough certificate not required when leave is granted under Article 344 of the Army Regulations.*

G. I., M. D.,  
476-A.,  
2-5-94. **870.** The furlough certificate referred to in Article 860, Civil Service Regulations, is not required in the case of a military officer granted leave under Article 444 of the Army Regulations, India, Volume I. The particulars regarding furlough at his credit, necessary for the preparation of his last-pay certificate, should be obtained from Articles 107 and 344, Army Regulations, India, Volume I, and from the statement of furlough and leave which will be furnished by the Controller of Military Accounts. (Burma.)

**Commissioned Medical Officers.**

*Procedure regarding the submission of application for leave.*

*Extent of application.*

G. I., F. D.,  
1598-P.,  
11-4-98. **871.** The procedure prescribed in clause (b) of Article 861 applies only to the kinds of leave referred to in clause (a) of the same article, that is to say, to any kind of leave except privilege leave and leave on medical certificate. (Bengal.) C. S. R.—861.

G. I. Fin.  
2588-P.,  
3-6-99.  
Dy. 402. **872.** The following are the directions for regulating the submission of applications for leave of any kind except leave on medical certificate and privilege leave in cases falling under Article 861 (b):—

(a) The officer requiring leave should apply to the Civil Account officer who audits his salary for the certificate that he is eligible for the leave applied for.

- (b) If the Civil Account officer has not in the records of his office all the information required to enable him to furnish the certificate he must apply for that information to the Account officer in charge of the officer's record of pension service who will, in general, be the Controller of Military Accounts of the Command to which the officer belongs. C. S. R.--  
861.
- (c) On receiving the certificate from the Civil Account officer, the officer requiring leave should forward it, as directed in Article 861 (b), through the Administrative Medical Officer and the Local Government to the Department of the Government of India concerned.

G. I. Fin.  
189-P.,  
13-1-93.  
Dy. 163.

**873.** In all cases in which, though the leave granted is not technically sick leave, the minimum rates of absentee allowances laid down in Articles 320 and 342 are conceded, the fact that it was conceded in the report of a Medical Board should be noted in the last-pay certificate.



## CHAPTER XLV.—PAYMENT OF LEAVE ALLOWANCES.

*Subsidiary leave and other allowances where paid.*

A. G. Bo. 13479-G. A., 7-8-97.  
Dy. G. A.-580.  
A. G. 459-G., 3-3-04.  
Dy. G. A.-2058.

**874.** The subsidiary leave and other allowances of an officer proceeding on long leave out of India and claimed through an agent are properly payable at the district where the officer is stationed or at the headquarters of his audit officer. C. S. R.—862.

**875.** But when an officer in exceptional circumstances could not draw them at his district, and when it is absolutely necessary that he should draw them before proceeding on leave, the Accountant General, Bombay, may pay the officer direct his leave and other allowances. The salary and allowances of an officer for the broken period of a month before proceeding on privilege leave may be paid by the Accountant General, Bombay, when his privilege leave allowance is paid in Bombay. It is treated as an exception to the ordinary rule laid down in Article 51, Civil Account Code.

*Leave Allowance of a deceased Officer during Combined Leave.*

F. D. 5195-P., 30-9-02.  
G. I.-1118.

**876.** Leave allowances admissible during combined leave may be paid to the estate of a deceased officer who has died while absent on such leave before the expiry of the minimum period of six months prescribed by Article 233 (iii), Civil Service Regulations.

*Allowances issuable in India cannot be paid in England.*

G. I., F. D., 461,  
18-1-87.

**877.** The general rule that all payments and allowances accruing to an officer while in India are to be issued to him in India should be strictly adhered to, unless special exceptions have been allowed by the Secretary of State, and in no case should any pay, pension or allowance at present issuable in India only be made payable in England without such change having been duly and specially sanctioned. (Bengal.)

### Payment in India.

*Payment to another person prohibited.*

C. G. 1640,  
8-11-01.  
Dy. C. O.-344.

**878.** The payment of the salary and allowances of a Government officer on a bond of indemnity to another Government officer or to any person other than a well-known Banker or Agent is not allowable. C. S. R.—864.

G. I., F. D., 1375,  
30-3-96.  
C. G.-28,  
7-4-96.  
Dy. C. O.-15.

**879.** If the Banker or Agent to whom a salary bill is endorsed for payment endorses it again to another Banker or Agent, the bill is virtually used as a negotiable instrument,—a practice prohibited by Government (Finance Department No. 1375-A., dated 30th March 1896). The cheque should therefore be issued in favour of the party to whose favour the drawer of the bill endorses it.



*Overpayments to be recovered from the payee.*

G. I., F. D., 3084, 27-9-79. **880.** Overpayments of leave allowances under this article must be C. S. R.-- recovered from the officer to whom they were paid, and not from the head <sup>865</sup> of the office, except under the specific orders of Government. (Burma.)

**Payment out of India.**

*Furlough allowance fixed in sterling should be paid at the official rate of exchange.*

G. I., F. D., 2791, 3-7-93. **881.** Furlough allowance fixed in sterling and paid in India should C. S. R.-- be paid at the rate of exchange fixed for the adjustment of financial <sup>868</sup> transactions between the Imperial and the Indian Government. (Burma.)

*No racial limit to the rate of 1s. 6d.*

G. I. Fin. 121-A., 12-1-94. Dy. 1288. **882.** Paragraph 4 of Financial Department Notification No. 3624-A., dated 18th August 1893, and the Secretary of State's Despatch No. 181, dated 7th September 1893, do not limit the rate of 1s. 6d. the rupee to European and Eurasian officers not domiciled in India.

*The rate of 1s. 6d. should not apply to allowances falling due after disembarkation in India.*

C. G. 784, 23-8-95. Dy. 249. **883.** The rate of 1s. 6d. the rupee should not apply to allowances falling due after disembarkation in India and that the official rate should be applicable to such allowances.

*Overpayments in England, how recovered.*

C. G. 432, 14-6-95. Dy. 141. **884.** Overpayments of furlough allowances in England should be recovered in India at the official rate of the year in which the payment was made.

C. G. 1638, 12-2-95. **885.** In adjusting overpayments or short payments of leave allowance in England the amount to be recovered and the amount to be paid should be calculated according to the number of calendar days in the month irrespective of the mode of calculation adopted by the India Office.

**Certificate of Leave.***Payment of vacation allowances in England.*

G. I., F. D., 3592-P., 8-6-07. **886.** An officer may draw his vacation allowances in England when C. S. R.-- vacation is taken in combination with leave other than privilege leave, <sup>870</sup> but not when it is taken with privilege leave under the provisions of Article 278 (b) of the Civil Service Regulations. (Bengal.)

## CHAPTER XLVI.—LAST-PAY CERTIFICATES AND WARRANTS.

### Last-pay Certificates.

*Last-pay Certificates of Military Officers in Foreign Service to be issued by the Accountant General receiving contributions.*

G. I. Fin.  
5819-P., 16-  
12-95.  
Dy. 1285.

**887.** Last-pay certificates of military officers in foreign service C. S. R.—  
holding no appointments in the Civil Department should be issued by 874.  
the account office to which they pay contributions for leave allowances  
and pension. The leave allowances of officers of the Staff Corps in  
foreign service should be regulated under the Military Rules under  
Articles 358 and 364, Army Regulations, India, Volume I.

### Leave in India.

*Duplicate need not be forwarded.*

C. G.'s  
2014, 18-3-  
89.

**888.** When an officer proceeding on leave from one place in India to C. S. R.—  
another, and desiring to draw his leave allowances at a treasury in 878.  
another province, obtains a last-pay certificate in Form No. 16, Civil  
Service Regulations, a duplicate of the certificate need not be forwarded  
to the Accountant General of the province in which payment is to be  
made. Treasury Officers should pay such claims on the production of the  
original certificate. (Burma.)

### Leave out of India.

*Last-pay Certificates of Inspecting Officers, Imperial Service Troops.*

G. I. Fin.  
3080-P., 25-  
11-93. Dy.  
1048.

**889.** Last-pay certificates of military officers employed as Inspecting C. S. R.—  
Officers of Imperial Service Troops should be prepared and issued by this 880.  
office and their furlough allowance should be treated as a civil charge.

*Last-pay Certificates of Military Officers subject to Military Rules—by whom prepared.*

S. S. Des.  
Mily.  
22, 6-2-03;  
F. & C.  
1494-P.,  
16-3-03.  
Dy. G. I.-  
2412.

**890.** When the pay of a military officer subject to Military Rules is  
a civil charge, his last-pay certificate should be prepared in the Civil  
Account Office and the leave allowance treated as a civil charge. Simi-  
larly when the pay of a military officer subject to Civil Leave Rules (e.g.,  
medical storekeeper in certain circumstances) is a military charge, the  
last-pay certificate should be prepared in the Military Account Office.

*Last-pay Certificates of Military Officers in temporary civil employ.*

G. I., F. D.,  
Mily. 397-  
Accts.,  
3-3-10. Dy.  
G. I.-3654.

**891.** The final last-pay certificates of military officers in temporary  
civil employ, who hold no substantive appointment in the Civil Depart-  
ment and who forfeit their lien on any temporary or officiating appoint-  
ment they may be holding when they proceed on leave, shall be issued

by the Military Accounts Officer of the Division corresponding to the C. S. R.—civil area in which the officer may be serving at the time of proceeding <sup>880</sup>. on leave except in the case of officers whose pay is under the audit of the Comptroller, India Treasuries, in which case the final last-pay certificate shall be issued under the orders of the Controller of Military Accounts, Eastern Circle, in whose office the records of pension are maintained irrespective of the locality in which the officer may be serving.

*Leave to England of Lunatics.*

G. I., F. D., 586, 7-5-86. **892.** In every case in which an officer sent home as a lunatic is granted leave, a leave and last-pay certificate should be at once sent to the Secretary of State.

G. I., Mily. Fin., 1375-Accts., 11-11-11. Dy. G. I.-2875. **893.** For the procedure to be observed by military officers for obtaining their last-pay certificates from the Military Accounts Department, see Appendix L.

**Colonial Warrants.**

*Subscription to the Military Fund should be shewn.*

C. G. 1806, 17-11-03. Dy. C.O.-285. **894.** Colonial warrants should show in the case of a subscriber to the C. S. R.—Indian Military Service Family Pension Fund, the rate of Fund deduction <sup>888</sup>. to which the officer is subject, the necessary information as regards the rate being obtained from the last-pay certificate in lieu whereof the warrants are issued.

**Rules for preparing Last-pay Certificates.**

*English Last-pay Certificates to be signed by the Comptroller.*

C. G.'s 1553, 30-5-81. **895.** Last-pay certificates intended for England should be signed by the Comptroller or Accountant General. (Allahabad.) C. S. R.—<sup>893</sup>.

*Last-pay Certificates of Indian Medical Service Officers.*

G. I., F. D., 718-C. S. R., 6-2-12. Dy. G. I.-3755. **896.** In the case of every officer of the Indian Medical Service, subject to the Civil Leave Rules, the date on which he became subject to the Civil Leave Rules should be entered on his last-pay certificate when proceeding on leave to Europe.

*If leave be on account of ill-health it should be noted.*

G. I. Res. 2978-B., 8-7-95. **897.** No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, is allowed to return to duty, unless he first obtains a certificate of fitness for duty in India.

In order that effect may be given to these orders, the fact of the leave having been granted on a medical certificate should invariably be stated in the leave and pay certificates furnished to officers proceeding on leave to Europe granted on account of ill-health, whether the leave be technically leave on medical certificate or not.



To enable the Account officer to make the necessary entry in the leave C. S. R.-- and pay certificates, the Local Government or other authority granting 898. leave to an officer proceeding to Europe on account of ill-health should, in each case, inform the Account officer of the reason for the grant of the leave. (Madras.)

*Date of vacating office should be noted.*

G. I. Fin. 1911-P., 29-4-99. Dy. 202. **898.** An officer's last-pay certificate should notice the date, if any fixed, at which he will vacate any office he is holding.

*Rate of subscriptions to the Indian Military Service Family Pensions to be noted in the English Last-pay Certificates.*

India Office letter A. G. (Funds) 17987, 16-6-11. Sr. No. 2858.

**899.** In the last-pay certificates of military officers in civil employ an entry should be made of the rate of subscriptions for which the officer was liable, with the date up to which it had been taken, together with particulars of any outstanding balance of donation.

*Furlough allowance of Military Officer not having a lien in civil chargeable to military.*

G. I., F. D., 3100-P., 18-5-04. **900.** The furlough allowances of military officer who on proceeding on leave loses his lien on his civil appointment under Article 607, Civil Service Regulations, are chargeable to the Military Department. (Bengal.)

*Annuity Fund Deductions to be carefully noted.*

G. I., F. D., 3194-P., 24-7-96.

**902.** The Secretary of State has brought to notice cases in which, contrary to the provisions of Article 556 (a), Civil Service Regulations, it has been stated in last-pay certificates that furlough allowances were liable to annuity fund deductions in the case of officers of the Madras and Bombay establishments who entered the service after passing a competitive examination held before the end of 1875. The provisions of Article 556 (a) should therefore be carefully observed in future. (Bengal.)

*Rank pay or subsistence allowance to be noted.*

C. G. 13, 3-4-95. Dy. 4.

**903.** Last-pay certificates issued to military officers in civil employ proceeding to Europe should contain as definite and complete information as possible regarding English furlough pay of rank or subsistence allowance of rank.

*Deductions for income-tax from advances to be noted.*

G. I., F. D., 1060, 18-3-91.

**904.** Deductions for Indian income-tax from advances made in C. S. R.-- India to officers proceeding to England on account of their pay for the 897. period of the voyage should, in future, be advised to the India Office in the same way as the advances, in order that they may be properly adjusted. (Allahabad.)



**Amended Last-pay Certificates.**

S. S. 35-Finl., 15-3-07, recd. on 1-4-07 ; F. D. 2054-P., 4-4-07. Dy. G. I. 50. **905.** The amended English last-pay certificates should be prepared in the following form:— C. S. R.—898.

Amendment of last-pay certificate of \_\_\_\_\_ No. \_\_\_\_\_ dated \_\_\_\_\_ In item No. \_\_\_\_\_ for \_\_\_\_\_ read \_\_\_\_\_.

**Source from which Absentee Allowance is payable.***Railway Police Officers.*

G. I., F. D., 4377-P., 26-10-92. **906.** The rule of proportion as defined in Article 45, Civil Service Regulations, should be applied in calculating the share of furlough allowance chargeable to a Railway Company under Financial Department Resolution No. 2018, dated 13th May 1892, on account of Police officers who are absent on furlough to which they are entitled by virtue of their service rendered partly to the Railway Company and partly to Government. C. S. R.—900.

**Chaplains.***Officers competent to grant the Certificate.*

L. W. Pn.-975, 28-3-06. **907.** The certificate granted by the respective Accountants General is sufficient for the purposes of this article. No separate certificate from this office is required. C. S. R.—904.

PART X.—PROCEDURE RELATING TO PENSIONS.

CHAPTER XLVII.—APPLICATIONS FOR AND GRANT OF PENSIONS.

Applications.

Non-Gazetted Officers—Preliminary Verification.

*Verification of service of the Hospital Assistants and Apothecaries.*

Pay Examr.,  
E. C.,  
Bengal,  
4348-P.,  
21-3-95.  
Dy. P. N.-  
624.

908. The verification of service of Hospital Assistants should be dealt with in the Military Accounts Department. In checking pension applications of apothecaries it should be seen that their services in the Subordinate Medical Department are certified by the Secretary to the Surgeon General with the Government of India. Their services are not verified by the Military Accounts Department. C. S. R.—905.

*Assistant Opium Agents in Native States.*

G. I., F. D.,  
4684-P., 22-  
10-97.  
Dy. G. I.-  
955.

909. The Government of India have approved the practice of accepting the verification of the services of the Assistant Opium Agents in Native States and their establishments referred in Article 763 (h), Civil Service Regulations, by the Agent to the Governor General, Central India.

Formal Application.

*Submission of applications of Officers of the Account Department.*

G. I., F. D.,  
963, 2-2-90,  
to the A. G.,  
Madras.

910. Applications for pensions of all gazetted officers in the Account Department, including Chief Superintendents, should be submitted to the Government of India in the Finance Department, through the Comptroller and Auditor General. (Allahabad.) C. S. R.—913.

*Head of office in case of an officer on Foreign Service.*

Bundle 256  
of 1909-10.

911. For the purposes of pension application in the case of an officer transferred to foreign service the "head of the office" is the head of that office to which his British appointment belongs. C. S. R.—907 to 913.

Submission to Government.

*Officers in Government of India Department.*

G. I. Fin.  
206-P., 17-  
1-93.

912. Reports on applications for pensions of officers who have served under a Department of the Government of India should be submitted, with the usual papers, to the Administrative Departments concerned, and not to the Department of Finance and Commerce. C. S. R.—914.

G. I., Fin. 5665-C. S. R., 1342-31-10-10. Dy. G. I.-2551. **913.** In future the sanction of the Secretary of State should be required to the grant of any pension or gratuity in respect of services rendered in the Mutiny unless the case is one of a class with which the Government of India have been specifically empowered to deal. C. S. R.—914.

*Commutation of leave granted before retirement.*

G. I., F. D., 5665-C. S. R., 31-10-10. Dy. G. I.-2808. **914.** Leave erroneously granted to an officer prior to his retirement should be retrospectively commuted into such leave as was admissible under the rules at the time he proceeded on leave, *e.g.*, if a portion of the privilege leave granted be inadmissible, the whole should be commuted to leave that was admissible at the time and not the inadmissible portion to leave without pay.

*Submission of an Application of an Officer in Foreign Service.*

G. I., F. D., 2259, 7-5-90. Dy. G. I.-176. **915.** The application for pension of an officer in foreign service should be submitted to the Local Government and not to the Government of India direct.

*Report of the Local Government on an objection raised by Accountant General.*

G. I., F. D., 3009-S. R., 9-7-98. Dy. G. I.-591. **916.** Local Governments, when reporting a point for orders on an objection raised by the Accountant General, should report the objection in the Accountant General's own words, and when convenient a copy of the correspondence which has passed between the Local Government and the Account Department in regard to the point should be forwarded to the Government of India.

*Submission of applications of the officers employed in Hyderabad.*

F. A. Resdt. 4731-A., 16-6-08. Dy. P. N.-401. **917.** Reports on pension applications, etc., should be addressed to the First Assistant Resident and not to the Honourable the Resident at Hyderabad.

*Recovery of overpayments of leave allowances of applicants for pension before retirement.*

G. I., F. D., 4684-P., 23-9-09. Dy. G. I.-1741. **918.** The Government of India have authorised all officers sanctioning pensions to order recovery of overpayments of leave allowances irregularly drawn before retirement by applicants for pension when this is recommended by the Account officer, a reference being made to the Local Government only when the officer sanctioning the pension does not agree with the Account officer in considering that recovery should be made. C. S. R.—914 (b).

*Recovery of leave allowances irregularly drawn before retirement.*

G. I., F. D., 479-P., 28-10. Dy. G. I.-3045. **919.** All overdrawals, on account of leaves irregularly granted, which the Account officer does not see occasion to question, will automatically be remitted. Those in which the Account officer thinks that a



recovery should be made will be submitted by him to the officer sanctioning the pension. If that officer agrees that recovery should be made, effect will be given by the Account officer to the decision; if he does not concur, the matter will (should the Account officer so desire) be submitted to the Local Government.

The Local Governments have been given the power to delegate to Boards of Revenue, Financial Commissioners, and to High or Chief Courts the authority to pass final orders in such cases without restriction and to other Heads of Departments (including Commissioners) up to a limit of three months' pay.

See also note to Article 841 (b), Civil Account Code.

*Remission of leave allowances irregularly drawn.*

A. G. G.,  
Balu, 351-3,  
15-2-10,  
conveyed  
under  
endorsement  
of Assistant  
A. G. G.,  
Balu, 362-5,  
15-2-10.

**920.** In accordance with the instructions contained in paragraph 3 of the Government of India, Financial Department, letter No. 479-P., dated 28th January 1910, to the Government of the United Provinces, the Agent to the Governor General in Baluchistan has delegated to—

- (1) the Revenue and Judicial Commissioner in Baluchistan,
- (2) Secretary to the Honourable the Agent to the Governor General in the Public Works Department, Baluchistan,
- (3) the Administrative Medical Officer in Baluchistan,

the power to remit under Article 841 (b), Civil Account Code, leave allowances irregularly drawn by applicants for pension up to a limit of three months' pay.

*Delegation of the power to order recovery of overpayments of leave allowances or to pass final orders remitting the amounts overdrawn.*

F. D. U. O.  
I. N.-5123-  
C. S. R.,  
7-8-11,  
and  
G. I., Home  
Dept., Judl.  
A. Pro., Feb  
1910, Nos.  
203—205,  
and H. D.  
1339,  
26-9-11.  
Dy. G. I.-  
2314,  
8-10-11.

**921.** The following officers under the Government of India, Home Department, have been delegated the powers to order the recovery of the leave allowances overdrawn or to pass final orders remitting the amounts overdrawn up to a limit of three months' pay:—

- Superintendent of Port Blair.
- Director General of the Indian Medical Service.
- Sanitary Commissioner with the Government of India.
- Secretary to the Board of Examiners.
- Registrar of the Calcutta University.
- Bishop's Chaplain.
- Officer in charge of the Records of the Government of India.
- Librarian, Imperial Library.
- Administrator General of Bengal,



Director General of Education in India.  
 Director General of Archæology in India.  
 Director General of Criminal Intelligence.

C. S. R.—  
 914 (b).

### Premature Applications.

L. S. P. N.— 922. The application for pension of a gazetted officer should not be C. S. R.—  
 397, 4-8-02. submitted before he has actually retired. 917.

### Powers of Sanction.

#### *Burma Military Police.*

G. I., F. D., 923. The pensions of the men of the Burma Military Police who have C. S. R.—  
 1334, 14- services in the Army should be sanctioned by the Local Government and 918.  
 3-89. Case not by the Inspector General of Police.  
 No. 6 of C.  
 G. of 1888-  
 89.

#### *District of Ajmer-Merwara and Railways in Rajputana.*

Dy. Raj.-724, 924. The Assistant to the Agent to the Governor General, Rajputana,  
 22-9-09. Criminal Branch, is empowered by name to exercise the powers of an  
 Bundle 61. of Inspector General of Police for Railways in Rajputana and the District  
 1909-10. of Ajmer-Merwara.  
 Notfn. in  
 Part  
 II, *Gazette*  
*of India*,  
 15-5-09 and  
 7-8-09.

#### *Employés of the Private Secretary to His Excellency the Viceroy's Press.*

L. S. P. R.— 925. The applications for pensions of the employés of the Press of C. S. R.—  
 122, 14-9-10. the Private Secretary to His Excellency the Viceroy are received from 918 (b).  
 B. 630 of the Superintendent of Government Printing, but the pensions are sanc-  
 1910-11. tioned by the Private Secretary to His Excellency the Viceroy.

The reports will be submitted to the Superintendent, Government Printing, India.

#### *Pensions of the members of the Subordinate Account Service.*

C. G. 395, 926. The Comptroller, India Treasuries, may sanction the pensions  
 25-4-11. of the members of the Subordinate Account Service, without referring to  
 Dy. G. I.— the Comptroller General.  
 305,  
 27-4-11.

#### *Powers of the Inspector General of Police, Central India Agency.*

G. I., For. 927. The Inspector General of Central India Agency Police has been C. S. R.—  
 D., 4036-113, authorised to sanction pensions and gratuities within the limits prescribed 921.  
 1-9-03, by Article 921, Civil Service Regulations. It should be clearly under-

conveyed  
in G. I.,  
F. D., 5441-  
P., 4-9-08.  
Dy. G. I.-  
1092,  
7-9-08.

stood that this permission applies only to such pensions as, in the opinion C. S. R.—  
of the responsible audit officer, have been actually earned and are 921.  
admissible under the provisions of the Civil Service Regulations.

Dy. Pn.-504,  
24-9-08.

**928.** The Government of India have no objection to the Inspector General of Central India Agency Police sanctioning pensions and gratuities in cases in which the men of that Police have practically earned them by service under Incorporated Local Funds, previous to the amalgamation of the Force.

*Authority for granting pension and audit officer's report.*

G. I., F. D.,  
3944-P.,  
7-7-08.  
Dy. G. I.-  
936, 10-7-08.

**929.** The orders conveyed in Finance Department No. 1228-P., dated 29th February 1908, delegating the power of granting pensions to a non-gazetted officer, to the officer who has authority to fill the appointment vacated by the retiring officer, do not supersede the provisions of Article 921, Civil Service Regulations. They do not require that audit officers should report on claims to pensions which heretofore they have not reported on.

*Charge for extraordinary expenditure of political pensioners.*

G. I., F. D.,  
2650-C. S. R.,  
6-5-11.  
Dy. G. I.-  
663, 9-5-11.  
Pn. 318 of  
1911-12.

**930.** The Government of India may sanction, without reference to C. S. R.—  
the Secretary of State in Council, non-recurring grants for the benefit of 921 (a).  
political pensioners up to the extent of ₹1,000 or half a year's pension,  
whichever may be less. In a case where Government is under an obligation to provide a pensioner with a suitable residence, an exception to this rule may be made as regards the cost of ordinary repairs. But any proposal for extraordinary expenditure (*e.g.*, installation of electric lights and fans) in excess of the prescribed limit should have the sanction of the Secretary of State (Secretary of State's despatch No. 20-Political, dated 17th March 1911).

**Anticipatory Pensions.**

L. W. P. R.-  
82, 10-7-07.

**931.** The arrangements for an anticipatory pension are not required C. S. R.—  
when final report on the admissibility of the pension has been or is 925 (a).  
forwarded to the sanctioning authority.

*Verification of service in case of anticipatory pension.*

L. W. P. N.-  
145, 6-5-04.

**932.** In the case of anticipatory pension it is not contemplated that the entire service should be verified beforehand, but it should be seen that *prima facie* there is no reason to suppose that any portion of the service does not qualify for pension.

*Speedy disposal of applications for pension.*

G. I., F. D.,  
3369-P., 5-7-  
94.  
Dy. G. I.-  
490.

**933.** The Government of India invite attention to Article 929, Civil Service Regulations, and request that special measures should be adopted 929.  
for the speedy disposal of all applications for pension.

## CHAPTER XLVIII.—PAYMENT OF PENSIONS.

### Section I.—General Rules.

#### *Date of commencement of pension.*

**L. S. P. R.—** **934.** In the case of a man superannuated but on special duty in C. S. R.—  
**163, 17-11-** England his pension in the absence of special orders should commence 930.  
**06.** from the date of termination of his special duty.

**G. I., F. D.,** **935.** The interpretation of the word “application” as used in the  
**3555-P.,** 4th line of Article 930, Civil Service Regulations, is not the application  
**21-7-09.** referred to in Article 907 (a) or 913 of the Regulations, but any formal  
**Dy. G. I.—** application for pension an officer may submit to his superior officer either  
**1160.** before or after retirement and the date of this application should be  
 entered on the fourth page of Forms Nos. 25 and 26 (Pension) as the  
 case may be.

Anticipatory pensions should be granted from the date of retirement.

### Payments in India.

#### *Pensions granted by Native States not payable through the India Office.*

**G. I., F. D.,** **936.** Pensions granted by Native States shall not, in future, be made C. S. R.—  
**1593, 10-4-** payable through the India Office. (Allahabad.) **939, note.**  
**85.**

#### *Mysore State exempted from the operation of the rule.*

**G. I., F. D.,** **937.** The Government of India sanctioned the proposal of the Resi-  
**1471, 19-6-** dent in Mysore, that the Mysore State may be exempted from the  
**85.** operation of the ruling restricting the payment of pensions from Govern-  
 ment treasuries on behalf of Native States. (Allahabad.)

### Identification of Pensioner.

#### *Ceylon pensioners.*

**Colonial** **938.** The identity of the members of the Ceylon Police Force draw- C. S. R.—  
**Secy.,** ing pensions in India should be tested in order to guard against cases of 944.  
**Colombo,** personation of deceased pensioners which have been known to occur in  
**610, 20-3-90,** Ceylon.  
**conveyed in**

**G. I., F. D.,** Each policeman placed on pension receives a discharge certificate  
**1759, 15-** which gives a description of him with a note of any marks by which he  
**4-90.** may be identified.  
**Dy. G. I.—60.**

*Exemption from personal appearance.*

Secy. to the  
Chief Com-  
missioner,  
Coorg, 1084,  
6-6-08. Dy.  
P. N.-367.

**939.** The Commissioner of Coorg has been authorised to grant exemption from personal appearance of pensioners. C. S. R.—945.

**Payments to Agents.***Rules for pensioners resident in India.*

G. I., F. D.,  
387-P., 23-1-  
95.

**940.** The provisions of Article 949 (a) under which the pension of a pensioner not resident in India may be drawn by an Agent are not applicable to pensioners who are resident in India. The bill must be signed by the pensioner himself. C. S. R.—949 (a).

C. G. 2288,  
17-2-02.

NOTE.—There is no objection in any case to the drawal of pensions by Bankers and Agents, but if the pensioner is resident in India, a life certificate must be furnished with every bill. If he is not resident in India, Article 949 applies and a periodical certificate only is required. (Madras.)

*Messrs. King, King & Co., Bombay Agents.*

C. G. 1778,  
3-12-97.  
Dy. C. O.—  
342.

**941.** Messrs. King, King & Co., Bombay, having executed a bond to refund overpayments on account of pensions and leave allowances of officers drawn without the production of life-certificates, no separate bond from this firm is necessary. This bond does not do away with the necessity of requiring from the firm proof of their authority to receive such payment.

Provision has been made in the bond for the submission of life-certificates by the firm—

- (1) whenever in the opinion of the officer making any of the payments alluded to, it is considered to be really necessary;
- (2) annually in the case of pensions as required by the Civil Service Regulations, the certificate being signed by one of the persons prescribed by those Regulations.

*Procedure in cases of suspicious Life-Certificates.*

G. I., F. D.,  
521, 31-1-88.

**942.** Whenever any doubts are entertained in regard to a life-certificate submitted under Article 949 (b), Civil Service Regulations, by a pensioner residing out of India, and drawing pension in India, the pensioner may be called upon to furnish such information and evidence as will satisfy the Accountant General that the signature to the certificate is authentic. In such cases it would be well to ascertain, if possible, why the pension is drawn in India. (Bengal.) C. S. R.—949 (b).

*Delegation to the Government of India, Foreign Department, of the powers of transfer of a political pension.*

G. I., F. D.,  
1630-  
C. S. R.,  
21-3-11.

**943.** The orders conveyed in Government of India, Finance Department, No. 5605-C. S. R., dated 24th October 1911, regarding the delegation to Foreign Department of the power to transfer payment of a political pension from one treasury to another was intended to refer only C. S. R.—950.



Dy. G. I.-  
4478,  
23-3-11.

to the financial arrangements consequent on the transfer of payment of C. S. R.—a political pension from a treasury in India to a British treasury outside 950. India. It should not therefore be understood as cancelling the rule in Article 950, Civil Service Regulations, under which Local Governments sanction transfer of payments of pensions from one treasury to another, whether in the same or a different Province.

The orders in Article 950, Civil Service Regulations, apply primarily to service pensions. They may, however, be held to apply also to political pensions, but in this case, the Accountant General should, before permitting transfer, obtain the concurrence of the authority empowered to permit a change of residence on the part of a political pensioner.

#### *Powers of a Collector.*

G. I., F. D.,  
2674, 22-5-02.  
Dy. G. I.-  
343, 26-5-02.

944. The powers of the Collectors in reference to Article 952, as in C. S. R.—all others, are subject to the general control of the Local Government. 952. The Accountant General can state that the payment may be made at a particular sub-treasury if the Collector sees no objection.

#### **Lapses and Forfeiture.**

##### *Hyderabad Contingent.*

C. G. 1287,  
2-12-86.

945. The payment of arrears of pension of the Hyderabad Contingent C. S. R.—pensioners should be regulated under the rules contained in the Civil 956. Service Regulations, subject to the stipulation that in no case may arrears of more than two years to be paid. (Madras.)

##### *Merwara Battalion Pensions.*

Contr. of  
Mily.  
Accounts  
1352—2156,  
18-11-97,  
Dy. Pn.-  
509.

946. As pensions to men of the Merwara Battalion are granted under C. S. R.—Military Rules, Article 492, Army Regulations, India, Volume I, Part 957. II, applicable to them, their arrears of pensions undrawn for a period of two years may be paid without special sanction.

##### *Procedure of payment.*

947. Whenever a claim is preferred for the payment of arrears of C. S. R.—pension due to a deceased pensioner, the claim must be supported not 960. only by a death certificate, but by evidence sufficient to establish the relationship of the claimant to the deceased; if the arrears exceed ₹500, the procedure prescribed in Article 960 should be observed. In other cases the claim should be supported by a certificate signed by one or two respectable officers of Government drawing a salary of ₹100 and upwards, or by such other well-known and trustworthy person as may be approved of by the disbursing officer to the effect that they will hold themselves responsible for the amount paid to the claimant in the event of his heirship being thereafter disputed by any other person.

The above course should be resorted to only when a pensioner may have died intestate. But if, in the course of investigation of the claim, it comes to light that the deceased left property worth administering to, then the arrears should be paid only to the person administering the estate. (Madras.)

*Payment of Territorial and Political Pensions.*

**948.** Pensioners must appear in person at the time of taking payment of their pensions, except in the following cases:— C. S. R.— 960.

- (a) Pensioners of rank who may be exempted by order of Government from appearing personally before the District Officer;
- (b) Female pensioners who, according to custom, cannot, with propriety, appear in public; and
- (c) Pensioners who are disabled from appearing, by illness or bodily infirmity.

In cases (b) and (c) Commissioners shall have power to grant exemption from personal attendance.

Pensions of pensioners of rank specially exempted by Government shall be paid to an agent holding a power-of-attorney, upon the production of the pension payment order and of a separate receipt.

Pensions of pensioners exempted under heads (b) and (c) may be paid to an agent on their behalf, on production of—

- (a) a life certificate signed by an officer of Government, or by some other well-known and trustworthy person;
- (b) the pension payment order;
- (c) a separate receipt.

Commissioners may authorise the payment of arrears up to one year, due to deceased political pensioners, after such investigation as shall satisfy them of the actual date of the pensioners' death, and that the persons applying for the arrears due are their legal heirs. When the arrears are due for a period exceeding one year a reference shall be made to the Board. (Bengal.)

Mad. Govt.  
Order 697,  
23-11-91.  
Dy. P. N.-  
992, 27-2-03.

**949.** When a political pension is capitalised and paid off, the recipient of the bonus shall be paid his or her stipend up to the end of the month preceding that in which the bonus is disbursed, if not more than six months have elapsed since the date of the application to Government for commutation. If a bonus cannot be disbursed within a first half of a month payment of it should be deferred until the beginning of the following month. If more than six months have elapsed from the date of application to Government the calculation of the bonus will have to be revised.

G. I., For.  
Dept., 851-  
G., 16-5-06,  
reed. with  
Fin. and  
C. Dept.  
2263-P.,  
23-5-06.  
Dy. G. I.-  
265, 26-5-06.

**950.** The Resident at Nepal is authorised to pay pensioners and the heirs of deceased pensioners any arrears of their pensions remaining undrawn for periods not exceeding fifteen months without reference to this office or to the Government of India. For this purpose he may retain the pension payment orders of such persons for periods of 16 months.

*An Interpretation.*

L. S. Pn.-  
837, 4-3-  
08.

**951.** The officer having been invalided by the Medical Board was retained in service pending receipt of certain orders of Government affecting the pension of the establishment in which he was employed. He C. S. R.— 961.

was then granted privilege leave and died before its expiration. His heirs have no claim to the gratuity to which the officer was eligible on the date he was invalided as he died before actually retiring or being discharged and as he drew pay up to the date of his death under Article 456, Civil Service Regulations. C. S. R.—961.

*Payment to the heirs of deceased pensioners.*

G. I., F. D., 4723, 7-10-99. Dy. G. I.-980. **952.** In cases in which a pension or gratuity is sanctioned after the death of the officer concerned, it is not necessary to obtain the orders of the authority who sanctioned the pension before payment is made to the heirs of the deceased pensioner. Such cases should be dealt with under Article 959 (a), Civil Service Regulations.

*Admissibility of the heirs of an officer who died before appearing before a medical officer.*

L. S. Pn.-889, 13-11-03, and G. R. 15, 2-8-06. **953.** If an officer dies after being discharged on medical grounds but before being invalided by a medical officer, his heirs are eligible for the arrears due to him.

*Officer dying after retirement before being invalided.*

G. I., F. D., 4362-P., 22-10-99. **954.** If an officer dies after retirement before being invalided by a Medical Board, it is within the power of the Local Government to sanction the payment of a gratuity to the heirs of the deceased under Government of India, Finance Department, Resolution No. 5102-Ex., dated 25th October 1895. (Allahabad.)

### Section III.—Payment in England.

*Provisional Last-pay Certificate to be issued in cases of delay.*

G. I., F. D., 3062-P., 4-6-01. **955.** When delay is anticipated in the issue under this article of the last-pay certificate of an officer whose pension is payable in England, the audit officer should take initiative in issuing a provisional certificate under Article 962. This article should be applied in such a manner as to avoid any ground for complaints on the part of the officer. (Bengal.) C. S. R.—962.

### Section IV.—Payment in a Colony.

#### Issue of Warrant.

*Issue of warrant in case of a pension sanctioned by and debitable to the Mauritius Government.*

L. S. Pn.-943, 20-11-03. **957.** Pensions sanctioned by and debitable to the Mauritius Government should be paid by that Government without warrants from this office. A last-pay certificate or a cancelled pension pay order if it was paid at an Indian Treasury should be sent. C. S. R.—967.



Exr., Marine  
Acct., 549,  
24-4-08.  
Dy. Pn.-119,  
2-5-08.

**958.** The Examiner, Marine Account, issues warrants for payment of leave allowances in the colonies, but not for pension. C. S. R.—967.

*Rate of exchange to be given.*

G. O. 465-  
Fin., 21-6-  
95.

**959.** In the warrant issued for payment of a pension in a colony under Article 967, the rate of exchange at which the pension should be paid should invariably be given. (Madras.)

**Rate of Exchange.**

*Equivalent of the actual cost of pension to be recovered from the Foreign States or Local Fund.*

C. G. 1663,  
5-1-91.

**960.** With reference to the Government of India, Finance Department, Resolution No. 5800, dated 12th December 1889, announcing the decision of the Secretary of State for India to guarantee a minimum rate of 1s. 9d. for the conversion of rupee pensions paid in gold, the Government of India have decided that in the case of all pensions granted in rupees, but payable in sterling, which are chargeable either wholly or partly to Foreign States or Local Funds, the equivalent of the actual cost of the pensions in sterling under the rate annually fixed should be recovered from the Foreign States or Local Funds. (Allahabad.) C. S. R.—971.

**Transfer of Payment.**

*Transfer of pension from one Colony to another.*

L. W. Pn.-  
381, 29-7-  
08.

**961.** In case of transfer of a pension from one colony to another, the pensioner should apply direct to the Colonial authorities whose proceedings will be recognised. C. S. R.—972.



## CHAPTER XLIX.—PENSIONS TO MEMBERS OF THE INDIAN CIVIL SERVICE.

### Retirement while on duty in India.

#### *Last-pay Certificate.*

L. W. Pn.-  
1517, 30-3-  
04. **962.** No last-pay certificate is required for a report under Article C. S. R.—  
974, Civil Service Regulations, in the case of a member of the Civil 974.  
Service or a Judge of the High Court.

#### *Commencement of annuity of the member of the Indian Civil Service.*

G. I., F. D.,  
U. O. I.  
769-C. S. R.,  
2-2-11. **963.** The annuity of a member of the Indian Civil Service begins  
from the day on which his subsidiary leave ends under Article 321 (b), C. S. R.—  
Civil Service Regulations, and not necessarily from the date on which  
he sails.

**CHAPTER L.—PENSIONS TO CHAPLAINS.**

*Chaplains may retire at the expiry of leave on urgent private affairs in England.*

G. I., F. D.,  
2888, 8-9-  
85.

**964.** There is nothing in the rules contained in the Civil Service C. S. R.—Regulations to prevent a chaplain, who is on leave on urgent private affairs in England, from retiring from the service of Government without returning to duty. (Allahabad.)

*Certificate in Form 30.*

L. W. Pn.-  
1441, 28-2-  
05.

**965.** A certificate under Article 989, Civil Service Regulations, is not required in the case of a chaplain proceeding on leave prior to retirement. The certificate required under Article 904 should be held as sufficient in such a case.

## PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

### CHAPTER LI.—DEFINITIONS AND GENERAL RULES.

#### Route for Calculation of Travelling Allowance.

- G. I., F. D., 6459-P., 18-10-07.  
Dy. G. I.-1926.
- 966.** The Government of India have decided to leave it to the Foreign C. S. R.—Department to settle in each case at their discretion whether an officer proceeding to join any post in Khorassan from Birjand inclusive northwards should travel *via* Constantinople or by the Quetta and Nushki route.
- R. & A. 674—154-1, 29-2-08;  
F. D. 1454-P., 10-3-08.  
Dy. G. I.-3431.
- 967.** The Inspector General of Forests has been given the powers of a Local Government to accord permission to travel by other than the shortest or cheapest route to officers under his orders and not appointed directly by the Government of India.
- A. G. G., Balu., 2490-R., 5-9-10.  
Dy. Balu.-698.
- 968.** In the case of Quetta the point from or at which journeys shall be held to commence or end shall be the Church of England. C. S. R.—998.
- A. G., U. P., 3471-  
G. A. D., 25-1-11.  
Dy. Acct.-6578.
- 969.** For the purposes of Article 998, Civil Service Regulations, the Local Government has fixed the Allahabad Railway Station as the point from which a journey is held to commence or end. The distance between the railway station and the Collector's office is  $2\frac{1}{2}$  miles.

#### When Means of Locomotion are supplied.

##### *Unopened Railway Line.*

- G. I. Fin. 4218, 28-9-93.
- 970.** The travelling allowance of an officer travelling on a free pass on an unopened line of railway is regulated by Article 999, Civil Service Regulations. C. S. R.—999.
- Settlement Order 463, 10-8-06, copy received with Western District Officer's 432-192, 17-6-11.  
Dy. P. B.-99.  
G. A. bundle No. 272 of 1910-11.
- 971.** Under Article 999 (ii) of the Civil Service Regulations, the following rates of hires for means of locomotions supplied by Government have been fixed by the Chief Commissioner, Andaman and Nicobar Islands, and Superintendent, Port Blair:—
- |                   |   |   |   |   |   |   |   |   |   |                           |
|-------------------|---|---|---|---|---|---|---|---|---|---------------------------|
| For a launch*     | . | . | . | . | . | . | . | . | . | 8 annas a mile.           |
| For a rowing boat | . | . | . | . | . | . | . | . | . | 1 anna a mile per oar.    |
| For a rickshaw    | . | . | . | . | . | . | . | . | . | 2 annas a mile per cooly. |
| For a pony        | . | . | . | . | . | . | . | . | . | 6 " a mile.               |
| Bullock cart      | . | . | . | . | . | . | . | . | . | 8 " "                     |
| For a trolley*    | . | . | . | . | . | . | . | . | . | 8 " "                     |

\* Officers of the 2nd class who draw mileage allowance at 4 annas per mile under Article 1035, Civil Service Regulations, should be charged hire for a launch or trolley at that rate.

Not less than four coolies may be taken per rickshaw or four rowers C. S. R.—per boat. If the journey there and back is over 6 and under 10 miles, 999. 6 coolies or rowers must be taken; if over 10 miles, 8 coolies or rowers. No travelling allowance is permissible for a journey by jampan or on account of journeys to and from Mount Harriet when officers of any class are staying at Mount Harriet temporarily and not on duty.

The minimum charge for hire of a boat is one anna per mile per oar; this deduction must be calculated on the whole boat's crew granted to the officer concerned.

When overseers have to visit outlying stations more than 10 miles distant by water, the Deputy Conservator of Forests should be asked to let them travel by forest launches visiting these stations, as the journey is too great for the four oar boats of overseers.

NOTE.—In all cases in which mileage is claimed for a journey by launch, the launch should be paid for by the hour: as, in such cases, the launch is kept out under steam for an inordinately long time. The hire for launches by the hour is ₹2 for the first hour and ₹1 for each subsequent hour or fraction of an hour. On occasions when daily rates are claimed the hire of the launch will be charged according to the distance travelled at the rates specified in paragraph 971 above.—(*Settlement Order No. 192, dated 13th May 1911; copy received from the Executive Commissariat Officer, Port Blair, with his letter No. 1501, dated 27th July 1911. Dy. P. B.-150.*)

**972.** Officers of the 2nd and 3rd classes who draw mileage allowances at the rate of 4 annas and 2 annas per mile respectively under Article 1034, Civil Service Regulations, should be charged hire for a launch or trolley at those rates.

Supdt., Port  
Blair, Settlement Order  
446,  
21-7-09.  
Bundle  
T. A.-  
733 of 1909-  
10.  
G. I. Fin.  
1749-P.,  
7-4-94. Dy.  
83.

### *Elephants.*

**973.** When an elephant is placed at the disposal of an officer as being absolutely necessary for the kind of travelling he has to perform in the exercise of his duty, the fact that he takes advantage of it to save himself some of the expenditure on travelling he would otherwise have to bear personally does not render him liable to the deductions mentioned in this article—999, Civil Service Regulations. Such deductions must, however, be made from the travelling allowance of an officer if the elephant is placed at his disposal for his personal use.

### *Allowances during halt in a Government boat or steamer.*

**974.** The allowances drawn by an officer travelling on duty in a boat or steamer provided at the expense of Government should be restricted to half the daily allowances for the days he halts in the course of his journey. (Bengal.)

G. I., F. D.,  
3904, 17-7-  
88.



R. & A. 975. Under the provisions of Article 999 (ii) of the Civil Service C. S. R.—  
 Dept. 357-F. Regulations, R7-8-0 a day should be deducted for use of Government 999.  
 -109-3, means of conveyance when the Inspector General of Forests travels by  
 12-3-07. Dy. Government steamer.  
 G. I.-3209.

### Camp Equipment and Horses.

#### *Scope of the Article.*

G. I. Fin. 976. It is not the intention of Article 1000 that an officer should, C. S. R.—  
 3719-Ex., when making ordinary journeys on tour or transfer, be entitled, in 1000.  
 2-8-95, addition to his usual travelling allowances, to convey horses or camp  
 Dy. 679. equipment. The scope of the article does not include the case of an  
 officer whose transfer from one station to another is not of a specially  
 urgent or peculiar nature necessitating arrival at his destination ready  
 equipped. The object of the rule is to meet the *extraordinary* case in  
 which an officer is obliged, in the discharge of his official duties, to make  
 use of his horses or camp equipment in one place immediately or very  
 shortly after having had to use them in the public service in another  
 place, and who is, therefore, in the exigencies of the service, compelled  
 to convey them by rail or steamer. The concession is, therefore, only  
 allowable in cases in which it is clear that the interests of the public  
 service would suffer if an officer sent on his horses or camp equipment by  
 road or country cart, or (in case of distant transfers) if he sold and  
 replaced them instead of despatching them by the quickest means at his  
 command.

G. I. Fin. 977. The expression "in the interests of public service" includes  
 5453-Ex., the economy of an officer's time, and the concession in Article 1000 may  
 29-12-96. be allowed in cases in which the Local Government is satisfied that the  
 Dy. 1343. conveyance of horses or camp equipment by rail or steamer will serve  
 the interest of the public service by enabling an officer to do more work  
 than he otherwise would in a given time.

F. D. 6170- 978. The Agent to the Governor General in Rajputana is authorised  
 P., 4-10-07. to take with him or send by rail a private carriage and horses limited to  
 Dy. G. I. six at the public expense when travelling on public duty.  
 1885, 1907-  
 08.

#### *Carriage of motor cars by rail at Government expense.*

G. I., F. D., 979. (1) The concession referred to in Article 1000, Civil Service  
 2120-P., Regulations, regarding motor cars should not be allowed to an officer who  
 11-4-08. takes his car on tour merely with the object of using it for station work  
 Dy. G. I. in order to avoid the expense of hiring conveyances.  
 779, 22-8-08.

(2) Government cannot insist upon an officer keeping a chauffeur, but  
 it should always be assumed in interpreting the rule that he does keep  
 one.

G. I., P. W. 980. When the Local Government is satisfied that it is in the interests  
 D., 885-E., of the public service that an officer required to travel should send his  
 11-8-10. horse or means of conveyance, by railway or steamer, such authority

G. I., F. D., 4618-F. O. & A., 5-9-10. Dy. G. I.-2128. F. D. endorsement 5361-F. E., 13-10-10. Dy. G. I.-2483.

may, at its discretion, under Article 1000, Civil Service Regulations, pass C. S. R.— incidental expenses as well as actual cost of transit of such means of 1060. conveyance, and that its decision in the matter is final.

*Extent of the Powers of delegation.*

Dept. of C. & I. 6924—175-2, 28-11-05. Dy. G. I. 2096.

**981.** The Chief Inspector of Mines in India has been authorised to exercise the powers of a Local Government, under Article 1000 of the Civil Service Regulations, in respect of the carriage of camp equipment by the Surveyors of his Department.

G. I. For. 1979-I., 16-6-90. Dy. 378. G. I. Fin. 4532, 3-11-91. Dy. 880.

**982.** The Inspector General, Imperial Service Troops, has been authorised to recover, in addition to the travelling allowance admissible to him, the cost of carriage of one or more chargers, not exceeding two, that he may take with him. He has also been vested with the powers of a Local Government for the purposes of Article 1000, Civil Service Regulations, as regards the carriage of horses at the public expense by Inspecting Officers serving under his orders, on the understanding that the number of horses which an Inspecting Officer may carry on the public service may not exceed two chargers.

G. I. For. 157-G., 25-1-86. Dy. 1492.

**983.** The Hon'ble the Agent to the Governor General, Rajputana, exercises the powers of a Local Government, under Article 1000, in respect of the recovery of the actual cost of carriage by steamer or railway of his own horses and camp equipment.

G. I. Rev. 71, 18-1-84.

**984.** The Director, Geological Survey, has been given the power of specially sanctioning the horse conveyance of officers of that Department.

*Military officers on Famine Duty.*

G. I., F. D., 4128-S. R., 16-9-97.

**985.** Military officers deputed on famine duty are allowed, both when proceeding on famine duty and returning to their regiments, to rail one or two horses, as required, and the necessary camp equipment at the expense of the State. (Bengal.)

*Scale of camp equipment, horses, etc., to be allowed to the Superintendent, Civil Veterinary Department, Sind, Baluchistan and Rajputana.*

A. G. G., Baluchistan, 2858-R., 24-5-11. Rev. Commr. 2861, 24-5-11. Dy. Balu.-306.

**986.** The following maximum scale of camp equipment, horses, etc., C. S. R.— has been allowed to the Superintendent, Civil Veterinary Department, 1001 and Sind, Baluchistan and Rajputana, under Articles 1001 and 1062 of the Civil Service Regulations, by the Hon'ble the Agent to the Governor-General and Chief Commissioner in Baluchistan:—

Servants	4
Private baggage	15 maunds.
Horses	2
Bicycle	1

The Superintendent is not exempted from the operation of Article 1000, Civil Service Regulations.

NOTE.—The Honourable the Agent to the Governor General and Chief Commissioner C. S. R.—has delegated to the Inspector General, Civil Veterinary Department, in respect of the 1001 and officer mentioned and subject to the limitations above prescribed, his power of sanction 1062, under Article 1000, Civil Service Regulations.

### Classification of Officers.

G. I. Fin.  
2892-S. R.,  
2-7-97.  
Dy. 454.

**987.** The travelling allowance of Medical Warrant Officers in independent medical charge of civil stations should be regulated in accordance with their military rank, as laid down in Article 1002: Warrant Officers of the 1st class drawing travelling allowance at 1st class rates and those of the 2nd class at 2nd class rates. C. S. R.—1002.

G. I. For.  
281-Est., 29-  
1-09, recd.  
with Fin.  
668-F. O. &  
A., 4-2-09.  
Dy. G. I.-  
2744.

**988.** The native officer at Goona may be permitted to draw daily allowance and mileage at the rates sanctioned for 1st class officers without being classified as such.

G. I., F. D.,  
4708-F. O. &  
A., 9-9-10.  
Dy. G. I.-  
2161. Bundle  
G. A. 196-II  
of 1910-11.

**989.** The Railway Magistrate in Rajputana shall be treated as an officer of the 1st class for the purposes of travelling allowance pending the construction of a reserved carriage for him.

G. I., For.  
Dept., 3066-  
Est. A.,  
2-11-11.  
F. D. 6914-  
E. B.,  
11-11-11.  
Dy. G. I.-  
2871.

**990.** The Extra Assistant Commissioners in charge of the Ajmer and Merwara Sub-Divisions should be rated as officers of the 1st class for purposes of travelling allowance, the proposal having retrospective effect from 7th August 1911, in the case of the Extra Assistant Commissioner of Merwara. In the case of the Extra Assistant Commissioner of Ajmer, the proposal is sanctioned with effect from the date on which the revised arrangements for the re-distribution of superior charges in Ajmer-Merwara may be introduced.

*Third class officers officiating in a 2nd class appointment are entitled to 2nd class rates.*

G. I., F. D.,  
1703, 6-5-09.

**991.** A 3rd class officer officiating in an appointment included in the 2nd class is entitled to travelling allowance at 2nd class rates. (Bengal.)

*Civil officers deputed to Plague duty.*

G. I. 747,  
4-6-98.

**992.** The Lady Nurses on plague duty are entitled to double 1st class fare by rail when travelling on duty. (Bengal.)

*Military officers deputed to Famine or Plague duty.*

G. I., M. D.,  
718-C.,  
19-1-97.

**993.** A question having been asked by the Adjutant General in India whether military officers detailed on famine duty are entitled to conveyance for a horse and tents at the expense of the State under Article 84, Civil Service Regulations, the Government of India decided that military officers deputed on famine relief work or plague duty should receive travelling allowances under the Civil Service Regulations as 1st class officers. (Bengal.)



*Personal Allowance not included.*

G. I. Fin.  
5119-Ex.,  
5-12-96.  
Dy. 1209.

**994.** Pay does not include personal allowance for the purpose of determining an officer's class under Article 1002. C. S. R.—1002.

*Settlement Allowance included.*

G. I., For.  
D., 2884-P.,  
16-10-07;  
F. D. 6624-  
P., 29-10-07.  
Dy. G. I.-  
2107.

**995.** The privilege which has been granted to officers of the Settlement Department in the Central Provinces of counting settlement allowance as pay for the purpose of computing travelling allowance is extended to officers of similar standing in Baluchistan.

*Retired Honorary Commissioned Officer.*

G. I. Fin.  
1220-S. R.,  
15-3-99.  
Dy. 1629.

**996.** A retired Honorary Commissioned Officer of the Indian Subordinate Medical Department will, when re-employed on plague and famine duty, be treated as a 1st class officer.

*Andaman Military Police.*

G. I., F. D.,  
7499-P.,  
30-11-04.  
Dy. G. I.-  
1723.

**997.** The Subadars and Jemadars of the Andaman and Nicobar Military Police shall be treated as officers of the 2nd class on all journeys by railway on duty for which they are entitled to travelling allowance.

*Travelling allowance to Assistant and Extra Assistant Conservators when placed in charge of Forest Division.*

G. I., R. & A.,  
Cir. 40—  
415-1, 23-11-  
07.  
F. D. 7325-  
P., 6-12-07.  
Dy. G. I.-  
2448.

**998.** An Assistant Conservator when in charge of a Forest Division will be entitled to draw travelling allowance at the rate admissible under the rules to Deputy Conservators. An Extra Assistant Conservator placed in charge of a Forest Division will similarly be entitled to draw travelling allowance at the rate at present admissible to Extra Deputy Conservators.

**Combination of Appointments.**

G. I. Rev.  
1104—1602,  
15-7-02,  
recd. with  
F. D. 3964-  
T. A., 25-7-  
02. Dy. G. I.-  
707.  
A. G. G.,  
Raj.,  
1059—3289-  
XIII, 17-7-  
09.  
Dy. Raj.-  
458.

**999.** Extra Assistant Superintendents and Sub-Assistant Superintendents in charge of Survey Detachments are allowed daily rates according to their respective grades with the addition of half the difference between such rates and that admissible (Rs 5 per diem) to a Superintendent or Deputy Superintendent in charge of a party. C. S. R.—1010.

**1000.** The Hon'ble the Agent to the Governor General, Rajputana, and Chief Commissioner, Ajmer-Merwara, has delegated to the Commissioner of Ajmer-Merwara the power of sanctioning travelling allowance under Article 1010, Civil Service Regulations.



## CHAPTER LII.—MILEAGE ALLOWANCES.

### Travelling by Railway—Class Accommodation.

#### *Pay interpreted.*

G. I. Fin. 1562-S. R., 7-4-98.  
Dy. 32.  
1001. The word pay as used in Article 1011 (c) (ii) (1) should be C. S. R.—held to mean the pay or *maximum pay* of an appointment. 1011.

G. I., For. D., 3063-T. B., 23-7-02;  
F. D. 4127-T. A., 30-7-02.  
Dy. G. I.-746.  
1002. In railway journeys made by the Imperial Cadets, Form E C. S. R.—certificate should not be used as they have no status under the Army Act 1014. or the Indian Articles of War.

G. I., F. D., 4617-F. O. & A., 3-9-10.  
1003. The Government of India are pleased to rule that for the future the Political Agent or Agency Surgeon, Eastern Rajputana States, when travelling on duty on the Dholpur-Bari Railway, may draw the actual fare paid for a saloon carriage *plus* a daily allowance of ₹5 for so long as ordinary first class accommodation is not available.

### Travelling by Sea or River.

#### *River Steamers.*

1004. A steam vessel more than 90 tons gross tonnage, or one of C. S. R.—whatever size which belongs to a regular steamer service for the conveyance of passengers at fixed fares, is a river steamer for the purpose of regulating travelling allowances. (Bengal.) 1016.

#### *Weight of baggage allowed by the P. and O. Co. to Government officers proceeding to and from India by their route.*

S. S. 12, 4-5-99.  
G. I., F. D., 2668-S. R., 19-6-99.  
1005. The free allowance of baggage (4 cwt. to first class and 3 cwt. to 2nd class Government passengers) hitherto confined to the outward voyage is until further notice extended to all homeward passages taken in the Company's steamers. (Bengal.)

G. I., F. D., 7091-P., 23-11-07.  
Dy. G. I.-2380.  
1006. The Secretary of State has sanctioned, with effect from 13th August 1907, for a 1st class passage between England and India £41 5s. when paid in England and ₹605 when paid in this country. No deductions are made on account of messing.

#### *Passage allowance to Civilians and others.*

G. I. Fin. 3454-S. R., 6-8-97.  
Dy. 619.  
1007. The rate of £45 (£47 10s. less £2 10s. for messing) now allowed as passage money in lieu of passage to military officers is applicable to civilians also, including officers on first appointment, who do not receive pay for the period of the voyage.

G. I. Fin. 3454-S. R., 6-8-97. Dy. 613. **1008.** Messing charges at the rates applicable to military officers C. S. R.— shall be recovered both in England (by the India Office) and in India <sup>1016</sup>. from civil officers, on arrival, in cases where they have been provided with passages at the public expense.

G. I., F. D., 3729-R., 29-6-05. Dy. G. I.-805. **1009.** Messing charges should be recovered from officers who are provided with 1st class passages at the expense of the State proceeding on special duty to places other than England which are not in the neighbourhood of India, and that the rate of recovery should be 2s. a day for the actual number of days messed.

### Table-money.

Census Commissioner's 214—1890, 31-12-90. **1010.** On board the Assam steamers, the arrangements for food are C. S. R.— independent, and the cost is not included in the Company's charge for <sup>1022</sup>. the journey.

G. I., F. D., 2899, 14-6-09, and Assam Govt. Cir. 52-A., 12-8-08. Dy. P. A.-777, 26-8-08, and G. I.-2101, 9-11-08. **1011.** It has been ruled that although dinner may not be provided on board a vessel, sums expended on other meals may be reckoned as passage money and claimed by an officer even though table-money is not deducted.

G. I. T.'s decision, *vide* Bundle T. A.-792 of 1909-10. **1012.** A servant accompanying an officer may avail himself of the board provided by the vessel if it is included in and not separable from the fare as is ordinarily the case on ocean-going vessels and if board is charged separately from the fare, still it may be included in the servant's fare chargeable to Government under Articles 1016 and 1022, Civil Service Regulations.

### *Non-official Members of the Legislative Councils.*

G. I. F. D., 869-F. O. & A., 19-2-10. Dy. G. I.-3275. Bundle G. A.-2070. **1013.** When travelling by sea or in a river steamer, non-official mem- C. S. R.— bers of the Legislative Councils are allowed the fares of the lowest class <sup>1010</sup> and for the servants accompanying them subject to a maximum of three and <sup>1022</sup>. no "table money" should be recovered from such members.

### *Table-money not to be raised in the same proportion as daily allowance in special localities.*

G. I. Fin. 3258-T. A., 4-6-03. Dy. G. I.-504. **1014.** The daily allowances paid to officers for table-money under C. S. R.— Article 1023 of the Civil Service Regulations are not to be raised in the <sup>1023</sup> and same proportion as the daily rates of travelling allowance under Article <sup>1140</sup>. 1140 when journeys by sea or in a river steamer are made in the special localities referred to in this article.

G. J. Fin. 690-S. R., 10-2-98. Dy. 1437. **1015.** Officers are not entitled under Article 1023 to draw messing allowance on behalf of servants who accompany them on journeys by steamer. C. S. R.—1023.

*Special rules for Burma.*

G. I., P. W. D., 380-G., 15-3-00. Dy. Tr. 652, 22-6-00. **1016.** The Government of India sanctions the grant of table-money under Article 1023 to officers of all but the first class in Burma travelling by Government steam launch in the case of journeys on transfer in addition to the allowances admissible under the existing rules.

**Government Vessels.**

*Table-money recoverable from Superintendent, Port Blair.*

G. I. Fin. 2384-T. A., 30-5-01. Dy. 886. **1017.** Table-money may be paid for the entertainment of the Superintendent, Port Blair, whenever he travels in the station steamer on duty, at the rate prescribed for officers in class IV in Appendix 19, recovery being made from the Superintendent at the rate laid down in Article 1022. C. S. R.—1030.

**Crossing River by Steamer.**

G. G. 645, 16-7-91. Dy. 144. **1018.** The journey from Jatrapur to Dhubri is not such a crossing of river in the course of a railway journey as is contemplated by Article 1031. C. S. R.—

C. I. T.'s Decision, L. W. G. A.-2140, 8-9-09. L. W. G. A.-2289, 29-9-09. Bundle No. 387 of 1909-10. L. W. G. A.-2195, 13-9-09. L. W. G. A.-2292, 24-9-09. Bundle No. 1359 of 1909-10. **1019.** Article 1031, Civil Service Regulations, does not apply to river journeys where there are intermediate stations of halt. It only applies in the case of short river crossings, as for example the journey from Damukdia Ghat to Sara Ghat.

**Embarking and Disembarking.**

*Conveyance of camp equipment and horses.*

G. I., F. D., 9153, 16-5-96. **1020.** Charges for the conveyance of an officer's camp equipment and horses from the quay to the vessel and *vice versa* may be allowed in cases where the cost of their carriage by steamer is paid by Government under C. S. R.—1032.

Article 1000, and should be disallowed in cases where the cost is not paid by Government under that article. (Madras.) C. S. R. - 1032.

*Cooly hire allowed.*

G. I., F. D., 1373-Ex., 28-3-96. **1021.** Cooly hire for the carriage of personal luggage from the quay to a vessel moored alongside a wharf or *vice versa* is admissible. (Burma.)

NOTE.—Embarking and disembarking charges are admissible for journeys to river as well as for journeys by sea. Details of the charges are required in both cases. (Burma.)

**Travelling by Road.**

*Actual Expenses.*

G. I., H. D., Circular letter 419—429, 6-4-11. F. D. 2509-C. S. R., 27-4-11. Dy. G. I.-352. **1022.** Officers of the 3rd and 4th classes (as defined in Article 1002 of the Civil Service Regulations), who proceed to a Pasteur Institute for anti-rabic treatment, may be granted actual expenses for journeys by road, at the discretion of Local Governments. C. S. R. - 1034 (a).

*Special Mileage Rates.*

A. G. G., Raj., order 3132, 1-8-11, received with First Asstt.'s 3147-527, 1-8-11. Dy. Raj.-486. **1023.** In supersession of orders No. 803-C., dated the 29th August 1910, and in exercise of the powers conferred upon him by Article 1139, Civil Service Regulations, the Hon'ble the Agent to the Governor General in Rajputana has doubled the amount of travelling allowance ordinarily admissible under the Civil Service Regulations in the case of all officers, in respect of the single journey between Mount Abu and Abu Road, a distance of 17 miles 5 furlongs (the allowances drawn by non-gazetted ministerial officers and menial servants being limited to actual expenses supported by vouchers, but not exceeding double the rate for their respective classes).

2. An officer, who in addition to the journey between Mount Abu and Abu Road makes a further journey by road on the same day, so that the total distance travelled by road exceeds 20 miles, will be entitled to draw double the amount of ordinary travelling allowance for the journey between Mount Abu and Abu Road, as prescribed in paragraph 1 above, and at the ordinary rates for the remainder of the journey by road. This restriction is not, however, applicable to the case of non-gazetted ministerial officers nor of menials, whose travelling allowance will be regulated by paragraph 1 above and rule 1 under Article 1065 (ii), Civil Service Regulations.

3. The above orders are applicable to journeys of all kinds. In the case of journeys on tour, the daily allowance or mileage limited to daily allowance under Article 1065 (iii), Civil Service Regulations, under these orders shall not exceed R10 as laid down in Article 1139 (i), Civil Service Regulations, except in the case of officers whose ordinary daily allowance is more than R10 when the limit of their ordinary daily allowance will apply.



4. The officers entitled under Note 3 to Article 1067, Civil Service C. S. R.—Regulations, to draw mileage for a road journey in combination with a <sup>1036.</sup> railway journey, will draw for the journey between Mount Abu and Abu Road either—

- (i) mileage at the ordinary rate, under Article 1067, Note 3, Civil Service Regulations, or
- (ii) double mileage limited to the amount of double their daily allowance or Rs10, whichever is less. This does not affect the daily allowance for the journey by railway admissible under Article 1067, Civil Service Regulations.

Raj. 3226,  
24-8-04,  
forwarded  
with First  
Asst. to  
A. G. G.,  
Raj.,  
604, 25-2-11.  
Dy. Raj.-  
1297.

**1024.** The Chaprasis of the office of the Hon'ble the Agent to the Governor General in Rajputana are granted an allowance of nine annas for the road journey from Mount Abu to Abu Road. The Duftri and Jamadar on the other hand are granted mileage allowance at the ordinary rates admissible to their class.

NOTE.—The above practice also obtains in the offices of the Residency Surgeon and Chief Medical Officer in Rajputana and of the Superintendent, Rajputana Gazetteer.

### Special Conveyance.

#### *Scope of the Article.*

G. I. Fin.  
2894-S. R.,  
6-7-97.  
Dy. 466.

**1025.** When an officer is required by his superior, either on account C. S. R.—of the urgency of the work or for some special reason, to travel by a <sup>1037.</sup> conveyance in which an officer of his class would not ordinarily travel, Article 1037 applies, and the cost of transit may be drawn. But it is not intended that any general orders should be given or that any general practice should prevail, allowing a certain class of officials actual expenses for all journeys performed; in the case of each journey it is necessary that the provisions of clause (b) of Article 1037 should be strictly complied with. It does not necessarily follow that Article 1037 is inapplicable because a journey recurs frequently. In such cases the question might not unnaturally arise whether the concession in Article 1037 was not being improperly granted and whether arrangement might not be made for the officer to travel in the ordinary way and not by special means of conveyance.

#### *Special Rule for the Meteorological Department.*

G. I. Fin.  
3336-T. A.,  
5-7-00.  
Dy. 553.

**1026.** The provincial Meteorological Reporters and subordinate officers of the Department may draw actual expenses under Article 1037 in the case of exceptional journeys less than 20 miles by road, provided the Meteorological Reporter to the Government of India is satisfied in each case that on account of the urgency of the work or for some special reasons it was necessary for him to travel by a conveyance in which an officer of his class would not ordinarily travel and that provisions of clause (b) of the article are strictly complied with.

G. I., F. D.,  
2894-S. R.,  
3-7-97.

**1027.** The fact that travelling in any particular locality is usually expensive does not warrant the indiscriminate use of Article 1037. In such a locality special rates of travelling allowance may be necessary, but they must be sanctioned by the Government of India. C. S. R. — 1037.

*Actual cost of transit includes cooly hire.*

C. G.'s order,  
18-5-94.

**1028.** The words "actual cost of transit" in Article 1037, Civil Service Regulations, include the cost of moving baggage which an officer cannot take with him when travelling by a pony, and for which he is compelled to hire a cooly. (Bengal.)

## CHAPTER LIII.—TRAVELLING ALLOWANCES FOR JOURNEYS ON TOUR.

### General Rules.

*Travelling allowance of an attendant accompanying a sick officer.*

**1029.** If a Government servant under the advice of the Civil Surgeon C. S. R.—  
 G. I., F. D., Res. 7045-P., 17-12-06. or other Government medical officer whose official duty it is to attend 1038.  
 him professionally is required to undertake a journey to a Presidency town or elsewhere, either when proceeding on leave on medical certificate or to procure further medical advice, and the Civil Surgeon (or other medical officer as above) considers that it would not be safe for him to make the journey without attendance on the way, the medical officer may either himself accompany the patient to his destination or depute or arrange with some other Government officer to do so. The attendant in such a case shall be deemed to have been travelling on duty and shall draw travelling allowance at the usual rates for the journey both ways. (Bengal.)

**1030.** Certain district Kanungos whose appointments have recently  
 F. D. 2876-  
 F. O. & A., 4-6-10.  
 Dy. G. I.-732. been sanctioned by the Agent to the Governor General, Baluchistan, are allowed to draw travelling allowance at Rs 1 a day when actually travelling within their jurisdiction.

2. This allowance will not be liable to increase under Appendix 29, Civil Service Regulations, nor exchangeable for mileage under Article 1065 (ii), Civil Service Regulations.

**1031.** The Hon'ble the Chief Commissioner, under exception (a) to Entry 19 in  
 A. G. G., Raj., and Chief Commr., 48, 27-1-09. entry No. 19 in Appendix 20 mentioned in Article 1039 of the Civil App. 20 to C. S. R. 1039.  
 Dy. T. R.-2044. ordinary rate to the Forester attached to the Todgarh Range in the Merwara District.

### Limits of Ordinary Jurisdiction.

**1032.** The Hon'ble the Agent to the Governor General in Baluchistan C. S. R.—  
 G. I. Fin. 3765-P., 13-8-93. has his head-quarters and ordinarily resides in Kalat territory, but he 1041.  
 Dy. 677. has general permission to proceed on duty to any part of British territory lying trans-Indus between Dera Ghazi Khan and the sea.

**1033.** The Hon'ble the Agent to the Governor General in Baluchistan has declared that it is one of the ordinary functions of the District Executive Police in Baluchistan to travel with the cashier of the Chief Store-keeper's Office, Mushkaf-Bolan Railway.  
 A. G. G., Balu., 7984, 7-11-96.  
 Dy. T. A.-1075.

**1034.** The Hon'ble the Agent to the Governor General in Baluchistan authorises the Political Assistant at Chagai to proceed to Nasratabad in Seistan on duty whenever it is necessary for him to do so.  
 A. G. G., Balu., 6229, 19-11-02.  
 Dy. G. A.-1395.

**Tents and Tentage Allowances.***Certificate of Actual Expenses.*

**1035.** When tentage is claimed under Article 1042, the claim should C. S. R.—be supported by a certificate to the effect that nothing is charged beyond 1042. actual expenses. (Madras.)

*Scale of Carriage of Camp Equipment.*

**1036.** The Inspector General of Forests has sanctioned the following maximum scale of carriage of camp equipment for the members of the Research Institute and Forest College while on tour:—

G. I., For.  
1120—270-  
3, 24-6-08,  
modified by  
41—390-2,  
11-1-10.  
Bundle  
T. B.-622 of  
1908-09.

*In the plains.*

(i) President	7 camels, bullocks or mules.
(ii) Members and Imperial Instructors	5 „ „ „
(iii) Instructors	3 „ „ „

*In the hills.*

(i) President	20 coolies.
(ii) Members and Imperial Instructors	15 „
(iii) Instructors	10 „

2. The allotments either in the hills or plains do not cover the carriage of equipment necessary for the instruction of the classes, such as lecture tents, instruments, etc., and the regulation of such extra charges is left to the discretion of the President of the Imperial Forest Research Institute.

*Tents for office establishments carried at officer's expense when travelling alone.*

G. I., F. D.,  
1111, 3-3-90.

**1037.** Officers who are allowed tents for their office establishment only are not entitled, when they go into camp without the office establishment, to the use of tents at Government expense, and must, therefore, bear the whole cost of their carriage. (Bengal.)

**Permanent Allowances, Conditions of Exchange.**

G. I., F. D.,  
1807-P.,  
14-3-04.

**1038.** The permanent monthly travelling allowance of Rs250 attached C. S. R.—to the appointment of the Hon'ble the Agent to the Governor General in 1044. Baluchistan is intended to cover travelling expenses for journeys performed otherwise than by railway. No deduction should consequently be made from the allowance on account of the haulage charges of the reserved accommodation provided under Article 1150, Civil Service Regulations.



*Calculation made at one-thirtieth of the monthly rate.*

G. I. Fin.  
3835-P.,  
30-8-97.

**1039.** In the case of an officer whose circle of duty extends beyond C. S. R.—a single district, it is correct in calculating the amount of his permanent travelling allowance for the purpose of Article 1045 to adopt the principle laid down in Article 1046, and to take the amount at one-thirtieth of the monthly rate for each day of the period occupied in the journey. 1045.

*Deputy Auditor General.*

G. I., F. D.,  
5735,  
9-9-04.  
Dy. G. I.-  
1132. G. I.,  
F. & C., 6705-  
P., 21-10-04.  
Dy. G. I.-  
1345.

**1040.** The Deputy Auditor General and his staff are admitted to the benefits of Article 1045 of the Civil Service Regulations.

**1041.** When a 3rd class clerk is appointed to the establishment of the Deputy Auditor General he may be granted permanent travelling allowance at ₹60 a month.

*Under what conditions exchangeable.*

G. I., F. D.,  
23161-P.,  
23-6-94.  
Dy. 425.

**1042.** An officer who avails himself of the option allowed by Article C. S. R.—1046 and exchanges his permanent travelling allowance for the allow- 1046.  
ances admissible under Article 1065, forfeits his permanent travelling allowance for the entire period of his absence and is entitled to no daily allowance for days on which he does not actually travel. An officer who receives permanent travelling allowance draws it throughout the year, for several months of which he may be stationary, and that it is not, therefore, reasonable to allow such an officer to exchange his permanent travelling allowance for other allowances on the terms which apply to an officer who draws daily allowances.

*Officer called upon to visit a distant station.*

G. I. Fin.  
3176-T. A.,  
11-6-01.  
Dy. 443.

**1043.** The restrictions in Article 1046 regarding the exchange of permanent travelling allowance for an entire journey beyond jurisdiction, for allowances under Article 1065, are not applicable to the Inspectors of the Criminal Intelligence Department, and the permanent travelling allowance is admissible continuously, except for those days for which they draw railway or road rates.

*Salutri in the Zhob Levy Corps.*

G. I., For.  
Dept., 4751-  
E. C.,  
21-12-05.  
F. D. 69-P.,  
6-1-06.  
Dy. G. I.-  
2372.

**1044.** A fixed travelling allowance of ₹10 per mensem is granted to C. S. R.—the salutri in the Zhob Levy Corps who, in consequence of being on duty 1048.  
at outposts, has to undertake a considerable amount of travelling.

**Daily Allowances, Minimum Limit of Distance.**

F. & C.  
1116-P.,  
22-2-05.  
Dy. G. I.-  
2331,  
22-2-05.

**1045.** In supersession of all previous orders it is ruled that an officer C. S. R.—who takes casual leave when on tour shall not be entitled to draw daily 1052 (a).  
allowance during such leave.

*Inadmissible if on casual leave or not actually in camp.*

G. I., F. & C.  
Dept., 424-  
P., 21-1-05.  
Dy. G. I.-  
2102, 23-1-  
05.

**1046.** Halting allowance is not admissible for any day, whether C. S. R.— Sunday or holiday, unless the officer is *actually* and *not* merely *construc-* 1052 (a). *tively*, in camp, nor when an officer takes casual leave when on tour. An officer who temporarily returns from camp to head-quarters to attend to private business on a Sunday, while on tour, is not entitled to any daily allowance.

*Travelling allowance during casual leave.*

**1047.** Government has ruled that officers on casual leave should be permitted to draw fixed monthly travelling allowances or conveyance allowance, but that, under no circumstances whatever, should travelling allowance of any other kind be granted during casual leave. (Madras.)

*Travelling allowance during compensation leave.*

**1048.** When compensation leave is actually taken for a gazetted holiday foregone, the allowances due for the gazetted holiday should be passed during the compensation leave. (Madras.)

*Absence for 24 hours reckons as one day.*

G. I., F. D.,  
676-P.,  
18-2-03.

**1049.** Under Article 23 of the Civil Service Regulations, an absence from head-quarters which does not exceed 24 hours, though it may begin and end in different calendar days, is reckoned as one day for the purposes of travelling allowance. For such an absence, therefore, an officer is restricted to one day's daily allowance which may be exchanged for mileage, railway fare or steamer fare under the provisions of Article 1065, Civil Service Regulations.

When daily allowance is claimed for journeys by road on tour, the distance travelled on the day of departure from, and on the day of return to, head-quarters should always be stated in the bill. When an officer leaves his head-quarters on one day and returns the next and claims daily allowance for more than one day, the hours of departure from, and of return to, head-quarters must be given in the bill. (Allahabad.)

*Officer may for same day draw allowances under Articles 1055 and 1059 (a) up to daily allowance.*

G. I. Fin.  
3886-S. R.,  
4-9-97.  
Dy. 571.

**1050.** If an officer, while halting at head-quarters and drawing C. S. R.— allowance under Article 1059 (a), makes a journey of 5 miles or less, 1055. returning the same day to head-quarters, he may be granted allowances under both Articles 1055 and 1059 (a), subject to the restriction that the total sum received shall not exceed the daily allowance.

## Halts during Tour.

*Scope of proviso (b) (Article 1056, Civil Service Regulations).*

G. I. Fin.  
5677-Ex.,  
6-9-95.

**1051.** The proviso in clause (b) under this article was intended to enable the Local Government to prevent the ten days' limit operating as a hardship to an officer who is actually obliged, for reasons of public duty, to continue expenditure of the kind which travelling allowance is intended to meet; and the question whether or not there exists a hardship requiring a remedy is one for the judgment of the Local Government in passing orders on the case. (Madras.)

C. S. R.—  
1056.

*Halting allowance not admissible in addition to deputation allowance.*

**1052.** An officer on deputation cannot draw *halting allowances* at his new head-quarters in addition to deputation allowance. (Bengal.)

G. I. Fin.  
2538-P.,  
19-6-93.  
Dy. 351.

**1053.** The Hon'ble the Agent to the Governor General in Rajputana is authorised to pass halting allowance to the members of the office establishment of the Resident in the Western States of Rajputana during their yearly stay with him at Abu on duty for a period not exceeding ninety days in any one year.

**1054.** Officers and subordinates of the Port Blair Commission deputed to Calcutta on convict escort duty and detained at that place beyond the prescribed period of ten days in the interests of the Government service, can get halting allowance for the period of such detention under Article 1056 of the Civil Service Regulations.—(Order No. 1251, d. 11 Oct. '97, of the Superintendent, Port Blair. Dy. <sup>T. A.</sup> 603, d. 20 Oct. '97.)

*Exemption from ten days' rule regarding halting allowance.*

R. & A.  
Dept. (Land  
Surveys)  
282—11-2,  
18-3-09.  
Dy. G. A.—  
2944.  
Copy also  
recd. with  
G. I., F. D.,  
endd. 717-  
F. O. & A.,  
27-8-09.  
Dy. G. I.—  
3229.

**1055.** The Surveyor General of India is allowed a general exemption from the 10 days' halt rule in the case of halts made by him on duty at any station whether in the hills or in the plains which is the head-quarters or recess quarters of a circle or part of a circle under the re-organisation scheme.

A. G. G.,  
Baluch., 1169-  
Z., 23-8-10.  
Dy. Baluch.—  
643.

**1056.** The Hon'ble the Agent to the Governor General and Chief Commissioner in Baluchistan is pleased to delegate to the Revenue Commissioner in Baluchistan the power to sanction the grant of daily allowance in individual cases up to a limit of 30 days for halts during tour.



- R. & A.  
Cir. letter  
No. 2-2-2,  
3-2-05.  
Dy. G. I.-  
2317.
- ✓ **1057.** All officers of the Archæological Survey Department and their C. S. R.—  
establishments are exempted from the operation of Article 1056 of the 1056.  
Civil Service Regulations under which the grant of daily allowances is  
restricted to ten days of a halt at one place.
- C. & I. Dept.  
3146-5,  
16-4-07.  
F. D. 2451-  
P., 24-4-07.  
Dy. G. I.-  
282.
- ✓ **1058.** The travelling statistical auditor attached to the office of the  
Director General of Commercial Intelligence is exempted from the  
operation of the ten days' halting allowance rule.  
The peon who accompanies the auditor on tour receives a daily allow-  
ance of two annas.
- F. & C.  
Dept.  
5452-P.,  
29-8-04.  
Dy. G. I.-  
1059,  
1-9-04.
- ✓ **1059.** The Controller of Printing and Stationery and any establish-  
ment accompanying him on tour are exempted from the operation of  
Article 1056, Civil Service Regulations. (See also paragraph 1152.)
- Dy. T. A.-  
291, 2-6-08.
- ✓ **1060.** The Chief Commissioner of Coorg delegates under the provi-  
sions of Article 1056 to the Commissioner of Coorg the power to decide  
in each case whether a full or half allowance should be granted for more  
than ten days' halt in one place.
- F. D. 2873-  
F., 9-12-92.  
Dy. G. I.-  
985.
- ✓ **1061.** The British Agent, Kabul, and his establishment, have been  
exempted from the operation of the general rule in Article 1056, when  
on tour, provided that the conditions of the above article are fulfilled.
- G. I. F. D.,  
306-F. O. &  
A., 16-1-09.  
Dy. G. I.-  
2578.
- ✓ **1062.** In consequence of the revision of Article 1056 and the dele- C. S. R.—  
gation to Local Governments of all the powers of sanction under this 1056 and  
article formerly held by the Government of India and to Heads App. 23 and 24.  
of Departments of certain powers of sanction thereunder, there  
does not exist any necessity for maintaining Appendices 23 and 24 in the  
Civil Service Regulations, which are therefore reprinted as Appendix G.
- G. I., R. & A.  
Dept.,  
1981-141-2,  
10-9-09.  
F. D. 4615-  
F. O. & A.,  
15-9-09.  
Dy. G. I.-  
1640.
- ✓ **1063.** The Inspector General, Civil Veterinary Department, is C. S. R.—  
exempted from the operation of Article 1056, Civil Service Regulations, 1056 (b).  
in the case of halts made by him on duty at Madras, Bombay, Calcutta,  
Lahore and Muktesar.
- A. G. G.,  
Baj., 2347-  
C., 28-10-11.  
Dy. T. A.-  
1822.
- ✓ **1064.** The clerks and potdars accompanying remittances from the C. S. R.—  
Ajmer Treasury are exempted from the operation of Article 1056 of the 1056.  
Civil Service Regulations.

*When halt after 10 days' stay is not interrupted.*

- G. I., F. D.,  
3976-P.,  
6-7-07. Dy.  
G. I.-1082.
- ✓ **1065.** The halt of an officer after ten days' stay at one place is not C. S. R.—  
interrupted unless both the conditions of the last paragraph of Article 1057.  
1057, Civil Service Regulations, are fulfilled, namely:—  
(i) he should have been absent from the station on duty for not  
less than 3 nights, and



- (ii) the place of such absence should be more than 5 miles distant from the old station. C. S. R.—1057.

### Head-Quarters.

A. G. G.,  
Raj.,  
166,  
9-2-93.  
Dy. G. A.-  
1191.

**1066.** The Commissioner, Ajmer-Merwara, and his office establishment are permitted to draw during halt at head-quarters not exceeding ten days the actual expenses not exceeding the daily allowance of keeping up camp equipage under Article 1059 (a), whenever such halt is necessary in the interest of the public service. C. S. R.—1059.

No. 1485,  
Proceedings  
of the C. C.  
of Coorg,  
12-7-10.  
Dy. Hyd.-  
685.

**1067.** (i) Under Article 1059 of the Civil Service Regulations Deputy Conservator of Forests and Extra Assistant Conservator of Forests, Assistant Superintendent of Police and Deputy Director of Land Records and Agriculture, Coorg, are permitted to draw for halts at head-quarters for a period not exceeding 10 days an allowance not exceeding Rs 4-4 per diem for each cart maintained permanently, provided that the allowance claimed does not exceed the daily allowance admissible under the rules and that such claims are supported by a certificate that the officer concerned maintains permanently at his own expense the carts on account of which the allowance is claimed.

(ii) An officer who has to leave his camp standing in the district and has to make a flying visit on duty to head-quarters for a period not exceeding three days is permitted to draw, during that period in lieu of Rs 4-0 per diem per cart maintained, the actual cost of keeping up the whole camp equipage not exceeding the daily allowance admissible under the rules.

In this connection the question of the exchange under Article 1065, Civil Service Regulations, of daily allowance for mileage when more than 20 miles are travelled by road on one day has been reconsidered and the Chief Commissioner after carefully weighing the views expressed by the local officers is of opinion that there is no justification in Coorg for claims for full mileage when such journeys are performed unaccompanied by kit carried in a cart for which the officer pays. In disallowing full mileage in such cases the Chief Commissioner is pleased to permit a reduced rate of Rs 6-8 or 0-3-4 per mile according as the officer concerned belongs to the first or second class.

This restriction shall not, however, apply to cases where the journey of more than 20 miles a day (although unaccompanied by kit carried in a cart) is made in a motor car which the officer keeps up. In such cases the daily allowance may be exchanged for full mileage in view of the heavy cost of maintaining motor cars which might otherwise become prohibitive.

G. I., F. D.,  
785, 12-9-98. **1068.** The following rulings will in future be applied in regard to claims under Article 1059 of the Civil Service Regulations:—

*First ten days are meant.*

(1) The ten days mentioned in Article 1059 (a) shall be held to refer to the first ten days after the return of an officer from camp.

*Camp equipage must be actually maintained.*

(2) In order to establish a claim under Article 1059, not only must C. S. R.—it be necessary to maintain camp equipage, but camp equipage must 1059. actually be maintained. (Madras.)

*Actual expenses defined.*

G. I., F. D., 1865, 17-12-83. **1069.** The actual expense of keeping up camp equipage during halts at head-quarters is the difference between the actual outlay incurred by an officer in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs as well as the upkeep of horses, palkies, etc., used only for the conveyance of the officer on his marches, cannot be reckoned in "actual expenses" of keeping up camp equipage.

G. I., F. D., 1865, 17-12-83. **1070.** The cost of maintaining private conveyances of any sort should not be included in the computation of "actual expenses." (Madras.)

G. I., F. D., 831, 17-5-86. **1071.** The cost of maintaining camp equipage hired by the month may be included in the expenses. This is not classed as private conveyance. (Madras.)

G. I., P. W. D., 1298-E., 10-10-05. Dy. G. I., 1830. **1072.** A Local Government is empowered to permit an officer to draw the actual cost of keeping up camp equipage in addition to any travelling allowance he may be entitled to for journeys performed in the interest of the public service for the period of his absence, even although he may not be stationary at head-quarters as required by Article 1054 (a) or may not have left his camp as described in Article 1061, but may only be touring away from his camp.

A. G. G. 6661, 13-12-90, reed. with O. S. for August 1896. **1073.** The Hon'ble the Agent to the Governor General in Baluchistan has, by a general order, permitted the Head Clerk and Saristadar of the office of the Political Agent, Quetta-Pishin, to draw daily allowance up to a limit of 10 days for halts at head-quarters under Article 1059 (a) on a certificate of actual expenses from the Head of the office.

G. I. Fin. 7540-P., 12-12-03. Dy. 1749. **1074.** Each clerk of the Press Audit Branch is allowed to choose his C. S. R.—head-quarters station, the choice to be made once for all, subject to the 1060. sanction of the Controller of Printing, Stationery and Stamps. Daily allowance will be admissible to a clerk when working at any other station than his head-quarters.

Fin. 7540-r., 12-12-03. C. G. 8397, 27-1-04. Dy. P. A., 272. **1075.** With effect from 12th December 1903, the head-quarters of the members of the Press Audit Establishment are declared as follows:—

	Head-quarters at
Mr. B. H. Dinecha . . . . .	Bombay.
" K. Jagadisa Aiyer . . . . .	} Madras.
" S. Kooposwamy . . . . .	
" T. V. Moodliar . . . . .	} Nagpur.
" R. V. Khadke . . . . .	
" R. Kishori Lal . . . . .	

	Head-quarters at
Babu Ram Lall Sen . . . . .	Calcutta.
" Hari Prosad Bose . . . . .	
" Hrishikesh Dey . . . . .	
" Sital Chandra Das . . . . .	
" N. K. Bose . . . . .	
" Ashutosh Dutta . . . . .	Allahabad.
" J. M. Sen . . . . .	
Mr. Inam-ul-lah . . . . .	

C. S. R.—  
1060.

*Travelling and halting allowances of officers and subordinate establishments proceeding to Ziarat during summer.*

G. I. Fin.  
70-Ex., 7-1-  
97.  
Dy. 1358.

**1076.** The Hon'ble the Agent to the Governor General, the Revenue Commissioner, the Political Agent in Thal Chotiali, the Assistants to the Governor General's Agent, the Agency Surgeon and the Hospital Assistant from Sinjawi and their respective office establishments are allowed travelling allowances under the ordinary rules for their journeys to and from Ziarat. No halting allowances, however, should be drawn at that place by any one excepting the members of the establishments, including the Hospital Assistant from Sinjawi, who may draw the allowances specified in Articles 15, 23 and 24 of the Punjab Hill Allowance Code, extracted below.

**1077.** The rules of the Punjab Hill Allowance Code are reproduced below *mutatis mutandis*:—

Corrigendum  
3, 15-7-08,  
copy recd.  
with A. G.  
G., Balu.,  
10293,  
5-8-08.  
Dy. G. A.-  
1233. G. A.  
Bundle  
No. 1921 of  
1908-09.

" 15. A clerk whose monthly salary does not exceed ₹50 and a clerk who has a wife or other relative or relatives wholly dependent on him and whose salary does not exceed ₹200 per mensem is entitled to an allowance of  $\frac{5}{7}$ ths of his salary limited to a minimum of ₹25 per mensem. A clerk who has a wife or other relative or relatives wholly dependent on him and whose salary exceeds ₹200 per mensem is entitled to an allowance of  $\frac{4}{7}$ ths of his salary, subject to a minimum of ₹100 per mensem and a maximum of ₹130 per mensem. A clerk drawing a monthly salary in excess of ₹50 and who has not a wife or other relative or relatives dependent on him is entitled to an allowance of  $\frac{3}{7}$ ths of his salary, subject to a minimum of ₹25 per mensem and a maximum of ₹100. This allowance may be drawn for his whole period of residence at Ziarat, and for 4 days prior to the date of opening and for 4 days subsequent to the date of closing office at Ziarat. For special reasons of public convenience, upon special permission given by the head of the office, this allowance may be drawn for not more than 10 days prior and subsequent to the above dates."

" 23. Inferior servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Ziarat and for the period actually occupied in their journey between the winter head-quarters and Ziarat, provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from the winter head-quarters. For special reasons of public convenience, upon special permission given by the head of the office, such allowances may be drawn prior to the opening of the office, for not more than ten days at Ziarat and subsequent to its closing."



"24. An inferior servant whose salary does not exceed R12 draws, C. S. R.— while actually at Ziarat, besides the allowance prescribed in rule 23, a <sup>1060.</sup> special allowance of R1 a month."

G. I., For.,  
1484-I.,  
6-5-96,  
recd. with  
I. G., I. S.  
Troops, 737,  
8-5-96.  
Dy. G. A.—  
173.

**1078.** The Inspector General, Imperial Service Troops, has been authorised to fix the head-quarters of Inspecting Officers under his control.

### Cumulative Allowances.

G. I., Rev.,  
1418—70-2-  
H. B.,  
25-9-99.  
Dy. 825.

**1079.** The powers of a Local Government have been delegated to the Inspector General, Civil Veterinary Department, in respect of the grant <sup>C. S. R.—</sup> under Article 1061 (a) to the officers and establishments of the Civil <sup>1061.</sup> Veterinary Department of the actual expenses of maintaining camps not exceeding the daily allowance in addition to the mileage allowances admissible under Chapter XLVIII.

### *Private conveyance not included.*

G. I., F. D.,  
2760,  
30-6-91.

**1080.** The cost of carriage of a private conveyance cannot be held C. S. R.— to be included in the term "whole necessary expenditure" as used in this <sup>1062.</sup> Article. (Bengal.)

### Daily Allowances, Ordinary Rates.

#### *Officers to maintain horses out of their pay.*

G. I., F. D.,  
529 P.,  
27-1-06.

**1081.** It has been held by Government of India that daily allowance <sup>C. S. R.—</sup> (travelling allowance) should not be fixed at such a rate as to provide for <sup>1063.</sup> the initial cost of horses, as officers are expected to maintain out of their pay such horses as they require for their regular work. (Bengal.)

#### *Tour clerk of the Inspector General, Imperial Service Troops.*

G. I., For. D.,  
2872-I. C.,  
13-7-08,  
recd. thro'  
F. D. 4176-T.  
A., 16-7-08.  
Dy. G. I.—  
1006.

**1082.** The Government of India sanction the grant to the tour clerk of the Inspector General, Imperial Service Troops, of the same tour allowances as are drawn by the Indian clerks of the Army Head-Quarters who accompany military officers on tour. In the case of the tour clerk these allowances will be—

- (i) for journeys by rail and road as laid down in the Civil Service Regulations;
- (ii) a tour allowance of 20 per cent. on his salary;
- (iii) a continuous daily allowance at R1-8 a day for the period he is on tour; and
- (iv) a free passage to his family in the circumstances mentioned in Government of India, Military Department, letter No. 433-C., dated 6th February 1901.



*Personal allowance not included.*

G. I. Fin. 5116-Ex., 5-12-96. Dy. 1201. Coorg Dist. Gazetteer, pp. 313 & 314, & C. I. T.'s 5185-A., 25-10-83. F. & C. Dept. 5452-P., 2 8-04. Dy. G. I.-1059.

**1083.** For the purpose of calculating an officer's daily allowance under Article 1063 pay does not include personal allowance. C. S. R.-1063.

**1084.** The Commissioner of Coorg is the District and Sessions Judge and is therefore entitled to daily allowance at the rate of ₹10 per diem.

**1085.** The Controller of Printing and Stationery is granted a daily allowance of ₹7-8.

G. I., H. D., 46, 14-12-09; F. D. 6279-F. O. & A., 16-12-09. Dy. G. I.-259.

**1086.** The Census Commissioner will receive ₹10 and the Provincial Superintendents of Census Operations ₹7-8-0 as daily allowance.

F. & C. Dept. 3420-P., 27-5-04. Dy. G. I.-403.

**1087.** The Inspectors of Mines in India are granted a daily allowance of ₹10.

G. I., F. D., 1189, 2-4-07. A. G. G., C. I., 26-Exc.-418-C. O., 18-1-10. Dy. C. I.-965.

**1088.** Mr. J. H. Cox, Excise Commissioner in Central India, will get halting allowance at ₹7-8 a day.

**1089.** The following rates of daily allowance have been sanctioned for the officers of the Imperial, new Provincial and Upper Subordinate Services of the Survey of India:—

	Class.	Rate of daily allowance.
<i>Imperial Service.</i>		₹
Surveyor General . . . . .	I	10
Superintendents . . . . .	I	7-8
Deputy Superintendents and Assistant Superintendents in charge of parties.	I	5
Other Assistant Superintendents . . . .	I	4
<i>New Provincial Service.</i>		
Extra Deputy Superintendents . . . .	I	5
Extra Assistant Superintendents on ₹500 pay and over.	I	4
Extra Assistant Superintendents on less than ₹500 pay and probationers.	II	3

<i>Upper Subordinate Service.</i>		<i>Class.</i>	<i>Rate of daily allowance.</i>	<i>C. S. R.— 1063.</i>
			<i>Rs.</i>	
Sub-Assistant Superintendents in the	selected posts on R200.	II	3	
Other Sub-Assistant Superintendents . . . . .		II	2	
Probationers . . . . .		II	1	

The new rates for the new Provincial and Upper Subordinate Services will be brought into force at once. Those for the Imperial Service will not take effect until the Secretary of State's sanction to the reorganization of that service is received. [R. & A. Department No. 52—146-2 Land Surveys, dated 12th January 1910, received with G. I., F. D., endorsement No. 327-F. O. & A., dated 19th January 1910, Dy. G. I.-2910.]

G. I., F. D., 4831-F. O. & A., 16-9-10. Dy. G. I.-2229. Members of the Upper Subordinate Branch of the Survey of India Department appointed prior to 12th January 1910 will be granted, with effect from date of appointment, the rate of daily allowance sanctioned in R. & A. No. 32, dated 12th January 1910.

G. I., F. D., 5145-P., 11-8-07. Dy. G. I.-936. **1090.** The Director, Central Criminal Intelligence Department, may draw when on tour two annas a day for those of his peons who are entitled under rule to one anna only.

G. I., H. D., 545-Police, 15-6-09. F. D. 3096-F. O. & A., 19-6-09. For. Dept. 2068-Est. A., 23-6-09. Dy. G. I.-814 & 858. **1091.** Sub-Inspectors of Police are granted daily allowance at the rates admissible under Civil Service Regulations for all journeys on duty of more than 15 miles from their own head-quarters, provided that, in the case of officers attached to a police station, the place to which they travel is beyond the limits of the police station.

*Daily allowance of an officer proceeding to a Pasteur Institute in India.*

G. I., H. D., 747-757, 6-7-09. F. D. 3494-F. O. & A., 12-7-09. Dy. G. I.-1055. Record bundle No. 51 of 1909-10, and G. I., H. D., 388-399, 31-3-11. F. D. 2334-C. S. R., 20-4-11. Dy. G. I.-238. **1092.** Government servants drawing not more than Rs25 a month may be granted, in addition to the concessions specified in the rules contained in paragraph 2 of the Home Department letter No. 1087—1098, dated the 19th December 1906, maintenance allowance at the rates of daily allowance admissible to officers of the 3rd and 4th class (as the case may be) under Article 1063 of the Civil Service Regulations for the period during which they are under treatment at, as well as for the period spent in the journey to, a Pasteur Institute.

R. & A. 1442-260-2, 4-5-04. F. & C. 2940-P., 9-5-04. Dy. G. I.-428. **1093.** Ministerial officers of the 2nd and 3rd classes (Article 1002, C. S. R.—Civil Service Regulations) who accompany the Inspector General of 1063 (b). Forests on tour are granted a daily allowance of Rs2 per diem, subject to an increase of 50 per cent. in special cases at the discretion of the counter-signing officer; for journeys by rail and road they are entitled to the ordinary allowances of their classes under the Civil Service Regulations.

**Mileage in lieu of Daily Allowances.**

G. I. Fin.  
114-P.,  
25-1-97.  
Dy. 1456,  
882-P.,  
19-2-98.  
Dy. 1489.

**1094.** Tour allowance according to the scale in this article is admissible to the clerk and the peons accompanying the Secretary to the Government of India in the Military Department on authorised tours. <sup>C. S. R.—1065.</sup>

*When mileage is inadmissible.*

G. I., F. D.;  
4029, 27-8-90.

**1095.** Mileage allowance is inadmissible to an officer who proceeds on duty to a place not more than 20 miles from his head-quarters and returns thereto on the following day, the whole journey by road not occupying more than 24 hours, and the distance travelled up to midnight on the first day not being more than 20 miles. (Bengal.)

*Election of exchanging daily allowance for double railway fare.*

F. D. 4387-  
F., 13-7-07.  
Dy. G. I.-  
1141, 16-7-07.

**1096.** The election to exchange daily allowance for double railway fare should be exercised with reference to the journey as a whole and not with reference to a particular portion of it.

*Example.*—An officer travels on a certain day from one station to another leaving the former station at 6 P.M. on that day and arriving at the latter place at 12-20 A.M. on the next day. He claims double class fare for the journey up to midnight of starting day and daily allowance for the remainder of the journey performed after midnight. It has been decided that his election to exchange daily allowance for double railway fare is inadmissible.

G. I. Fin.  
4814-S. R.,  
4-11-98.  
Dy. 976.  
785-S. R.,  
12-2-00.  
Dy. 1642.

**1097.** The ministerial establishments in Baluchistan may be allowed full mileage rates without entering on the question of the actual day's expenses, and irrespective of whether they permanently maintain their own means of conveyance or not.

C. C.  
115-1168,  
28-1-90,  
and 239-  
1168, 18-2-90.

**1098.** The Chief Commissioner, Coorg, has authorised the officials of the Court of the District Magistrate in Coorg, with the exception of the Neolic, Duffadar and Peons, to draw mileage in lieu of daily allowances. [Officials—Translator, Head Munshi, Clerk, Deputy Munshi, Criminal Munshi, 3rd Munshi, Record-keeper.]

Dy. T. B.-12,  
April 1901.

**1099.** Under Article 1066 the Chief Commissioner of Coorg authorises the Circuit Clerk of the Assistant Superintendent of Police, Coorg, to draw mileage in lieu of daily allowance. <sup>C. S. R.—1066.</sup>

Ch. Commr.,  
Coorg,  
380 (1),  
24-2-03.  
Dy. T. B.-  
878.

**1100.** Under Article 1066, Civil Service Regulations, the Chief Commissioner, Coorg, permits the clerks of the office of the Commissioner of Coorg to draw mileage in lieu of daily allowance when accompanying the Commissioner on tour. Claims for mileage allowance should be accompanied by a certificate from the Commissioner to the effect that the authorised daily allowance was, as a fact, insufficient to cover actual expenses.



A. G. G.  
6661,  
13-12-90,  
recd. with  
O. S., Aug.  
1896.

**1101.** The Hon'ble the Agent to the Governor General in Baluchistan has, by a general order, permitted the Head Clerk and Saristadar of the office of the Political Agent, Quetta-Peshin, to draw mileage allowances of the entire period of absence from head-quarters under Article 1066 on a certificate of actual expenses from the Head of the office.

G. I. Rev.  
1913-46-2,  
6-7-95.  
Dy. 541.

**1102.** Mileage allowance is admissible to the peons of the Reporter on Economic Products for the whole period the Reporter may, on any occasion, be absent from head-quarters (Calcutta) on tour, subject to the condition that no daily allowance is drawn for any portion of such period. Selection should therefore be made of either daily or mileage allowances for the whole of such tour.

*Officers attached to Railways.*

F. D. 1042-  
F. O. & A.,  
25-2-09.  
Dy. G. I.-29.

**1103.** The restriction contained in the first sentence of Article 1055 C. S. R.—of the Civil Service Regulations applies to daily allowances—claimed under Article 1067 for journeys within 5 miles of head-quarters.

F. D. 2405-  
F. O. & A.,  
14-5-09.  
Bundle No.  
G. A.-183  
for 1909-  
10.  
Dy. G. I.-  
407.

**1104.** The travelling allowance of the Railway Magistrate, Rajputana, should be regulated under Article 1067, Civil Service Regulations.

*Officers in the Survey of India Department.*

G. I. Fin.  
2006-Ex.,  
30-4-95.  
Dy. 170.

**1105.** The travelling allowance of a Survey Officer in the Survey of India Department should be regulated by Article 1070. The rule regarding the 20 miles' limit, which is of general application, should be enforced in applying Article 1070 (a) (I) and the provisions of this article regarded as a restriction additional to those of Article 1065.

*Daily allowances for halt.*

G. I. Rev.  
1126-50-2,  
4-5-96.

**1106.** A survey officer on a journey to and from the field can draw daily allowances for halts on duty in the course of the journey unless he draws actual travelling expenses under Article 1070 (a) (iii).

S. G.'s D. O.  
97, 12-11-  
00. G. A.  
Transit 466,  
20-5-02.

**1107.** The following rules should be strictly adhered to by survey officers when drawing up travelling allowance bills for themselves or members of their parties:—

Survey officers are as a rule either—

- (1) in recess at head-quarters;
- (2) going to the field;
- (3) in the field;
- (4) returning to recess quarters.



*Rule 1.*—When a survey officer leaves recess quarters for the field if he travels at once by road or river providing his own carriage and not travelling by *public conveyance*, he is considered as on duty *in the field* and draws travelling allowance at daily rates under Chapter XLIX, Section IV, from the date on which he leaves recess quarters. C. S. R.—1070.

*Rule 2.*—When a survey officer leaves recess quarters and travels by public conveyance, he only gets into the *field* when he ceases to travel by *public conveyance* and he is *in the field* from the day following that for which he drew rail fare.

*Rule 3.*—Similarly on the return journey an officer is *in the field* up to, but not for, the day on which *en route* to recess quarters he travels by public conveyance or in the absence of any journey by *public conveyance* until he reaches his recess quarters.

*Survey officers accompanying a Military Force.*

G. I. Rev. 59792—117-  
250-S. R.,  
S, 13-10-84.  
Dy. 934—3-  
1, 1891-92. **1108.** Survey officers accompanying a Military Force in the field come under military rules as regards carriage, forage, etc., and are not entitled to travelling allowances.

*Cabs, carts and horses are not public conveyances.*

G. I., F. D.,  
21-1-98. **1109.** Cabs, carts and horses are not regarded as public conveyances for the purposes of the travelling allowance rules. (Bengal.)

*Journey from recess quarters to the field.*

G. I., F. D.,  
2140-T. A.,  
24-4-03. **1110.** The journeys of survey officers from the recess quarters to the field and *vice versa* are not journeys on transfer, but they may be allowed travelling allowance under Article 1105, Civil Service Regulations, when they take privilege leave during the move from the recess quarters to the field and *vice versa*. (Bengal.)

*Interpretation of the words "a whole month" in Article 1070 (a) (iii), Civil Service Regulations.*

F. D. 6704-  
P., 1-11-07.  
Dy. G. I.  
2140, 4-11-  
07. **1111.** The words "a whole month" should not be read literally. C. S. R.—1070 (c) (iii). The concessions which the rule allows are admissible to an officer who is in the field for only a portion of a month.

G. I., Dept.  
of Com. and  
Industry,  
6405-147,  
28-8-11.  
Dy. G. I.-  
2056. **1112.** The officer in charge of the head-quarters office of the Geological Survey of India is empowered to countersign travelling allowance bills in the cases contemplated in Article 1071, Civil Service Regulations, during the absence of the Director, Geological Survey of India. C. S. R.—1071.

*One day's daily allowance to be given for journeys made in 24 hours.*

G. I. F. D.,  
2237-P.,  
11-5-96.

**1113.** The intention of the article is that the *bonâ fide* railway fare C. S. R.— actually paid by an inferior servant should be refunded by the State, 1073. and that, in addition to the fare, he should be granted any daily allowance to which he may be entitled under the general rules. When, therefore, an inferior officer makes railway journeys on two successive days, involving an absence of less than 24 hours from head-quarters, he should receive single railway fare for each journey *plus* one day's daily allowance, if he belongs to the class of officers who are entitled to daily allowance. (Bengal.)

### Conveyance Hire.

G. I. Fin.  
2565-Ex.,  
30-12-98.

**1114.** Actual expenses (if any) of journeys made by the Inspector or C. S. R.— clerks from the Press Office or their houses to the Contractor's office at 1080. Howrah may be allowed.

G. I. Fin.  
1540-Ex.,  
8-4-97.  
Dy. G. I.  
L. W. T. A.-  
131, 7-5-01.

**1115.** The Superintendent of Government Printing, India, being a gazetted officer, is not entitled to conveyance hire for proceeding to the Dharamtala Branch Office or other places on office business.

**1116.** Officers on convict escort duty are to be considered to be entitled to mileage allowances from the steamer to the jail, but not to actual gharry hire.

G. I., F. D.,  
2332-P.,  
26-4-06.  
Dy. G. I.-205,  
30-1-06.

**1117.** It is not open to an audit officer to challenge any charges certified by the officer incurring them to have been unavoidable on account of carriage hire incurred under the provisions of Article 1080, Civil Service Regulations, on the ground that a cheaper mode of conveyance might have been used. The responsibility for such charges rests entirely with the head of the office, but if an audit officer considers in any case that the head of the office is abusing his discretion, he may refer the matter to Government, but in the meantime he should admit the charge.

### *Medical subordinates not entitled.*

G. I., F. D.,  
2730-Ex.,  
8-6-95.

**1118.** Article 1080 does not apply to cases of medical subordinates in charge of hospitals and dispensaries visiting localities within a radius of 5 miles of their head-quarters on the outbreak of epidemics. (Madras.)

A. G., B.,  
U. O 191,  
19-6-11, and  
this office  
letter P. A.-  
390, 24-6-11.  
P. A. bundle  
No. 66 of  
1911-12.

**1119.** A separate certificate to the effect that the conveyance or gharry hire charged in the bill was unavoidable should be furnished in addition to the printed certificate whenever such charges are included in a contingent bill; the usual certificate printed at foot of the contingent bill is not sufficient for the purpose.

## CHAPTER LIV.—OTHER JOURNEYS.

## Joining first Appointment.

*Forest Students.*

G. I., F. D., 2850-P., 12-7-92. **1120.** With a view to enable stipendiary students to join the Imperial C. S. R.—Forest School, Dehra Dun, Local Governments are authorised to 1083.

arrange, at discretion, for an advance of actual travelling expenses being made to such students. Stipendiary and private students who obtain, on passing out of the Forest School, appointments in the Government Forest Service are entitled, under Article 1083 of the Civil Service Regulations, to travelling allowance for joining their first appointments. (Bengal.)

F. D. 3120-F. O. & A., 21-6-09. Dy. G. I.-824. **1121.** The Government of India have delegated to Local Governments, so far as non-gazetted subordinates are concerned, the power to sanction general exemptions from the operation of the rule in Article 1083, Civil Service Regulations. Exceptions (b), (d), (e), (g), (j) and (k) under this article on which Local Governments may pass orders are reprinted as Appendix J.

A. G. G., Balu., order 5114, 20-10-09, forwarded with his letter 1219-Z., 25-8-10. Dy. Balu.-647. T. A. bundle 347 of 1910-11. **1122.** The Hon'ble the Agent to the Governor General in Baluchistan is pleased to delegate to the Revenue Commissioner in Baluchistan the power to sanction travelling allowance under Article 1083, Civil Service Regulations, in the case of all subordinates not above the rank of Tahsil-dars and Munsiffs in Baluchistan.

*Travelling allowance to recruits enlisted in India for the Port Blair Military Police.*

Ch. Commr., Port Blair, 34-V.—8 (b), 11-5-11. Dy. P. B.-61. T. C. bundle 5 of 1911-12. **1123.** The Chief Commissioner, Andaman and Nicobar Islands, and Superintendent of Port Blair, has accorded general sanction to the grant of travelling allowance to recruits enlisted in India for the Port Blair Military Police.

*Students to Agricultural Colleges in India.*

R. A. Dept. 786—65-2, 11-4-06, reed. with Fin. Dept. 2191-P., dated 20-4-06. Dy. G. I.-188. **1124.** Students who may be selected and sent by Local Governments to undergo a course of training at a Government Agricultural College in India, and who hold no appointment under Government, will be granted travelling expenses for their journeys which will be borne by Government.



*Students to Veterinary Colleges in India.*

- G. I., F. D.,  
4828-P.,  
27-8-06.  
Dy. G. I.-  
1372.
- 1125.** The travelling expenses of students selected by Local Govern- C. S. R.—  
ments to undergo a course of training at a veterinary college or at a 1083.  
technical school or college in any part of India and also of students who  
may be deputed to visit special exhibitions and demonstrations such  
as those occasionally organised in connection with the Industrial School  
for silk-rearing in Rajshahi, should be paid from Government revenues.

*Travelling allowance to probationary Chaplains.*

- F. D. 1578-  
P., 15-3-07.  
Dy. G. I.-  
3254, 18-3-  
07.
- 1126.** The Government of India sanction the grant of travelling  
allowance to a probationary chaplain who is obliged to undertake a  
journey in order to procure a health certificate required under Article  
576, Civil Service Regulations.

*Holders of Government scholarships tenable in England.*

- H. D. Reso.  
15—27,  
published  
in p. 138 of  
the Supple-  
ment to  
Gazette of  
India, 20-1-  
00.
- 1127.** Students selected to hold Government scholarships tenable in  
England shall be granted, either when proceeding to, or returning from,  
England, a single second class fare by railway in India and freight for  
personal baggage not exceeding 3 maunds. (Bengal.)

- A. G. G.,  
Raj., 525,  
25-4-10.  
Bundle T. A.-  
111 of 1910-  
11.
- 1128.** The Hon'ble the Agent to the Governor General, Rajputana,  
and Chief Commissioner, Ajmer-Merwara, has empowered the Commis-  
sioner, Ajmer-Merwara, to sanction the grant of travelling allowance  
under Article 1083, Civil Service Regulations, to non-gazetted subor-  
dinates, substantive or temporary, for journeys undertaken by such  
persons to join first appointments in the public service in Ajmer-Merwara.

- G. I., For. D.,  
256-Est.,  
26-1-09, and  
257-Est.,  
26-1-09, Dy.  
G. I.-2667.  
Record  
bundle G. I.-  
145 of 1908-  
09.
- 1129.** The Government of India in the Foreign Department have  
authorised the Political Officer in Sikkim to allow travelling allowance  
to non-gazetted subordinates under Article 1083, Civil Service Regu-  
lations.

*Travelling allowance whence allowed.*

- G. I., F. D.,  
2829, 31-7-  
89.
- 1130.** A person appointed to any of the Departments named in this C. S. R.—  
article may be allowed travelling allowance from the place where he 1083,  
received the order of his appointment, or, if he belongs to any training Exception  
school or college, from such school or college, whichever will entail less (4).  
expense to Government. (Bengal.)



### Journeys by Sea.

*“ Which he cannot join except by sea.”*

G. O. 7530-  
Rev., 23-11-  
89. **1131.** The condition in this article “ which he cannot join except by C. S. R.—  
sea ” should be understood to mean “ which he cannot join except by 1085.  
sea without resorting to extraordinary routes and unusual modes of travel-  
ling.” (Madras.)

### Journeys on Transfer.

*Transfer from Local Fund to Government service.*

F. D. 1153-  
P., 22-2-06.  
Dr. G. I.-  
2336. **1132.** A local fund employé transferred to act in an appointment C. S. R.—  
under Government is entitled to travelling allowance subject to the pro-1094.  
visions of Article 1094, Civil Service Regulations.

### Transfer of Subordinates.

*Military Assistant Surgeons.*

G. I., H. D.,  
486, 20-3-99.  
Copy  
recd. un-  
officially  
from F. D.  
on 26-1-11. **1133.** Military Assistant Surgeons are gazetted officers. They are C. S. R.—  
therefore not entitled to travelling allowance for their families under 1098.  
Article 1098, Civil Service Regulations, though as Warrant Officers they  
can draw the travelling allowance admissible under Article 1097 of the  
Civil Service Regulations for journeys by sea or river steamers.

*“ Fare ” defined.*

G. I., F. D.,  
690, 10-2-98. **1134.** The word “ fare ” used in Article 1098, Civil Service Regula-  
tions, is a general term meaning railway fare or steamer ‘ passage money ’  
and the latter includes title to table money.

*“ Personal effects ” defined.*

G. I., F. D.,  
739-S. R.,  
16-2-99. **1135.** “ Personal effects ” of an officer means his personal property  
which he takes with him for his personal use. It is not necessarily  
limited to what a railway company may find it expedient to class as  
“ luggage ” in its tariff tables. (Bengal.)

G. I., F. D.,  
1393-S. R.,  
23-3-00. **1136.** An officer entitled to the concession in this article may be  
allowed the cost of carriage of his personal effects by goods train or cargo  
steamer within the limits of the prescribed scale, however such effects  
may be carried, i.e., whether by goods train or passenger train or other-  
wise. (Bengal.)

*Transfer to gazetted appointments.*

G. I., F. D.,  
1600-Ex.,  
10-4-96. **1137.** An officer on transfer from a non-gazetted appointment may  
be allowed the concession stated in this article—1098, Civil Service  
Regulations. (Madras.)

*Non-gazetted Officers.*

G. I., F. D.,  
4604-P., 14-  
8-06.

**1138.** When a non-gazetted officer who was residing with his family C. S. R.— is obliged to move them in consequence of his transfer to another station, 1098. he may be re-imbursed the cost, even though they may not proceed to his new station, but the travelling allowances drawn must be limited to actual expenses not exceeding the amount which would have been admissible if the family had proceeded to the officer's new station. (Bengal.)

*Transfer on famine duty.*

G. I., F. D.,  
3105-L. R.,  
21-7-98.

**1139.** The words "besides the cost of other journeys" in Article 84 of the Civil Service Regulations are intended not to grant any particular scale of travelling allowance or cost of travelling, but to express the fact that the famine allowance was meant to be over and above, and not inclusive of, what the officer was entitled to on account of travelling. An officer whose case falls within the terms of Article 1098 is therefore not debarred from drawing allowances under that article by the fact that he is also entitled to the benefits of Article 84. In this respect a transfer on famine duty should be dealt with like any other transfer. (Bengal.)

*Office establishment of the Inspecting Officers, Kashmir Imperial Service Infantry and Artillery.*

G. I., F. D.,  
4830-F. O. &  
A., 16-9-10.  
Dy. G. I.-  
2230.

**1140.** Members of the office establishment of the Inspecting Officers, Kashmir Imperial Service Infantry and Artillery, when travelling between Jammu and Srinagar, will be granted travelling allowance at the rates laid down in Article 1098, Civil Service Regulations, subject for journeys by road to a maximum of four times the rate of mileage admissible under Article 1034, Civil Service Regulations.

*Travelling allowance of non-gazetted officers stationed in Persia when they proceed on or return from leave.*

G. I., F. D.,  
3370-  
Est. A., to  
Poll. Resdt.,  
P. G.; 3371-  
Est. A., to  
Agent of G.  
I. in  
Khorassan;  
and 3722-  
Est., to  
Consul for  
Seistan and  
Kain, 31-10-  
10. F. D.  
6781-C. S. R.,  
23-12-10.  
Dy. G. I.-  
3413,

**1141.** An officer of the class described in Article 1098 of the Civil Service Regulations shall, in future, be permitted, when proceeding on or returning from leave, to transport his family to and from India at the cost of Government, once only in every four years, not including the original journey on joining, and the final journey on relinquishing his appointment in Persia.

### Journeys by Sea.

*“Which he cannot join except by sea.”*

G. O. 7530-  
Rev., 23-11-  
89.

**1131.** The condition in this article “which he cannot join except by C. S. R.—sea” should be understood to mean “which he cannot join except by <sup>1085.</sup> sea without resorting to extraordinary routes and unusual modes of travelling.” (Madras.)

### Journeys on Transfer.

*Transfer from Local Fund to Government service.*

F. D. 1153-  
P., 22-2-05.  
Dy. G. I.-  
2336.

**1132.** A local fund employé transferred to act in an appointment C. S. R.—under Government is entitled to travelling allowance subject to the pro-1094. visions of Article 1094, Civil Service Regulations.

### Transfer of Subordinates.

*Military Assistant Surgeons.*

G. I., H. D.,  
486, 20-3-99.  
Copy  
recd. un-  
officially  
fro m F. D.  
on 26-1-11.

**1133.** Military Assistant Surgeons are gazetted officers. They are C. S. R.—therefore not entitled to travelling allowance for their families under <sup>1098.</sup> Article 1098, Civil Service Regulations, though as Warrant Officers they can draw the travelling allowance admissible under Article 1097 of the Civil Service Regulations for journeys by sea or river steamers.

*“Fare” defined.*

G. I., F. D.,  
690, 10-2-98.

**1134.** The word “fare” used in Article 1098, Civil Service Regulations, is a general term meaning railway fare or steamer ‘passage money’ and the latter includes title to table money.

*“Personal effects” defined.*

G. I., F. D.,  
739-S. R.,  
16-2-99.

**1135.** “Personal effects” of an officer means his personal property which he takes with him for his personal use. It is not necessarily limited to what a railway company may find it expedient to class as “luggage” in its tariff tables. (Bengal.)

G. I., F. D.,  
1393-S. R.,  
23-3-00.

**1136.** An officer entitled to the concession in this article may be allowed the cost of carriage of his personal effects by goods train or cargo steamer within the limits of the prescribed scale, however such effects may be carried, i.e., whether by goods train or passenger train or otherwise. (Bengal.)

*Transfer to gazetted appointments.*

G. I., F. D.,  
1600-Ex.,  
10-4-96.

**1137.** An officer on transfer from a non-gazetted appointment may be allowed the concession stated in this article—1098, Civil Service Regulations. (Madras.)



*Non-gazetted Officers.*

G. I., F. D., 4604-P., 14-8-06. **1138.** When a non-gazetted officer who was residing with his family C. S. R.— is obliged to move them in consequence of his transfer to another station, 1098. he may be re-imbursed the cost, even though they may not proceed to his new station, but the travelling allowances drawn must be limited to actual expenses not exceeding the amount which would have been admissible if the family had proceeded to the officer's new station. (Bengal.)

*Transfer on famine duty.*

G. I., F. D., 3105-L. R., 21-7-98. **1139.** The words "besides the cost of other journeys" in Article 84 of the Civil Service Regulations are intended not to grant any particular scale of travelling allowance or cost of travelling, but to express the fact that the famine allowance was meant to be over and above, and not inclusive of, what the officer was entitled to on account of travelling. An officer whose case falls within the terms of Article 1098 is therefore not debarred from drawing allowances under that article by the fact that he is also entitled to the benefits of Article 84. In this respect a transfer on famine duty should be dealt with like any other transfer. (Bengal.)

*Office establishment of the Inspecting Officers, Kashmir Imperial Service Infantry and Artillery.*

G. I., F. D., 4830-F. O. & A., 16-9-10. Dy. G. I.-2230. **1140.** Members of the office establishment of the Inspecting Officers, Kashmir Imperial Service Infantry and Artillery, when travelling between Jammu and Srinagar, will be granted travelling allowance at the rates laid down in Article 1098, Civil Service Regulations, subject for journeys by road to a maximum of four times the rate of mileage admissible under Article 1034, Civil Service Regulations.

*Travelling allowance of non-gazetted officers stationed in Persia when they proceed on or return from leave.*

G. I., F. D., 3370-Est. A., to Poll. Resdt., P. G.; 3371-Est. A., to Agent of G. I. in Khorassan; and 3722-Est., to Consul for Seistan and Kain, 31-10-10. F. D. 6781-C. S. R., 23-12-10. Dy. G. I. 3413. **1141.** An officer of the class described in Article 1098 of the Civil Service Regulations shall, in future, be permitted, when proceeding on or returning from leave, to transport his family to and from India at the cost of Government, once only in every four years, not including the original journey on joining, and the final journey on relinquishing his appointment in Persia.



### When Leave intervenes.

#### *Transfer during privilege leave.*

F. & C. Dept.  
7109, 25-11-  
03. Dy. G. I.-  
1627. **1142.** A non-gazetted officer transferred during privilege leave under C. S. R.—  
Article 1105 of the Civil Service Regulations who received the order of 1105.  
transfer at a place which is at a greater distance from his new station  
than the old one may draw travelling allowance from the old station  
under Article 1098, if otherwise admissible, without the certificate re-  
quired by that article.

#### *Transfer while on privilege leave in London.*

F. D. 6886-  
P., 18-12-  
05. Dy.  
G. I.-2221. **1143.** If an officer while on privilege leave in London is transferred  
to a new station, he is entitled to travelling allowance from the old sta-  
tion or from the port in India where he landed, whichever be less,  
although he may receive the order of transfer in London and the travel-  
ling allowance from London may be less than that from his old station.

#### *Journeys of survey officers from the recess quarters to field and vice versa.*

Fin. & Com.  
2140-T. A.,  
24-4-03.  
Dy. G. I.-  
136, 1903-04. **1144.** The journeys of survey officers from the recess quarters to the  
field, and *vice versa*, are not journeys on transfer. The practice of  
allowing travelling allowance to the officers and clerks on their taking  
privilege leave during the move from the recess quarters to the field and  
*vice versa* may, however, be allowed to continue.

### Journeys to Hill Station.

Simla Allow-  
ance Code. **1145.** The following rules are prescribed for officers and establish- C. S. R.—  
ments moving with the head-quarters of the Government of India to and 1110.  
from Simla:—

3. Officers are divided into the following classes:—

*Class I.*—Officers who hold appointments the pay or maximum pay of  
which exceeds ₹500 or are specially declared by Article 1002 of the Civil  
Service Regulations to belong to the first class of the classification of that  
Article—

- (a) officers whose salary exceeds ₹2,500 a month;
- (b) others.

NOTE.—Gazetted officers above the rank of Registrar whose salary is ₹1,500 or over  
but does not exceed ₹2,500 a month shall be granted family travelling allowance in ac-  
cordance with the scale against class I (b) below.—(G. I., H. D., 147-161, dated 10th Feb-  
ruary 1909, F. D. 865-F. O. & A., dated 15th February 1909. Dy. No. G. I.-2838.)

*Class II.*—Officers who hold appointments the pay or maximum pay  
of which exceeds ₹100 or are specially declared by Article 1002 of the  
Civil Service Regulations to belong to the second class of the classifica-  
tion of that article.

*Class III.*—Other officers in superior service—

- (a) officers whose salary is not less than ₹50;
- (b) others.

*Class IV.*—Inferior servants.

4. Travelling expenses may be charged according to the following C. S. R.—  
scale:— 1110.

Class of officer.	For the officer himself.	For his wife and for each child residing with him and wholly dependent on him not less than twelve years old.	For each child less than twelve but not less than three years old.	Aggregate for the officer himself and his family not to exceed for each journey.
Class I (a)	Double first class fare by railway and eight annas a mile by road.	R Nil	R Nil	R Nil
Do. I (b)		130	65	650
Do. II	Double second class fare by railway and four annas a mile by road.	90	45	400
Do. III (a)	Double railway fare in accordance with the Civil Service Regulations and four annas a mile by road <i>plus</i> 33½ per cent. thereof.	60	30	300
Do. III (b)	Double intermediate class fare from Howrah to Kalka and double second class fare from Kalka to Simla and four annas a mile by road.	60	30	250
Do. IV	A fixed sum of R25* for each journey.	Nil	Nil	Nil

\* NOTE 1.—Inferior servants now in the service whose salary is not less than R10 will get a fixed sum of R30 for each journey.

NOTE 2.—Pending the final orders of Government and without prejudice thereto, the following concessions have been granted to the clerical establishment of the Army and Military Finance Secretariats retained in Simla during the current winter (1910-11):—

1.—To Registrars, Superintendents, Secretariat Assistants and clerks.

Travelling allowances on the usual Simla-Calcutta scale, that is, one fare of the class admissible for wife and each child over 12 years of age, half a fare for each child between 3 and 12 years of age, and one full fare additional for incidental expenses, where the men desire to send their families to their homes in Calcutta or elsewhere subject in the latter case to the maximum allowance being limited to that admissible for the journey to Calcutta. It should be assumed that travelling allowances will not be granted for any return journey of these families to Simla. [*G. I., Fin. D. (Mily. Fin.), No. 71 P. Camp, dated 14-12-1910, Dy. No. G. I.-3250.*]

5. A clerk who is not permanent (*i.e.*, who has not a lien on a substantive appointment in any office under Government) at the time of the move of the head-quarters of the Government of India, should be granted travelling allowance according to the rules of the Civil Service Regulations.

6. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

7. A military officer on the personal staff of the Viceroy may charge C. s. R.— for the conveyance of his horses according to his rank under the general 1110. rules in force for military officers.

8. If an officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

9. An officer of class IV, ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the Registrar or Chief Clerk of his office, in addition to his fixed allowance, the difference between intermediate class and third class fare for the distance so travelled.

10. A certificate, as follows, must be appended to the bill of an officer who charges travelling allowances for his family:—

The following members of my family made this journey:—

“ My wife (or my mother or adult sister residing with me, and wholly dependent on me). Child not less than twelve years old, residing with me and wholly dependent on me. Child less than twelve years, but not less than three years old.”

(Signed) A.B.

[NOTE.—This certificate must in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk.]

11. The widow, mother, adult sister, or eldest motherless child of an officer dying at Simla, for the expenses of whose journey to Calcutta the officer, if he had lived, would have been entitled to charge under these rules, may charge her or his travelling expenses to Calcutta at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an officer, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than Calcutta, or proceeds from Simla to any place other than Calcutta, his or her travelling expenses may be charged, provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Calcutta direct.

NOTE.—This rule is not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the head-quarters of the Government of India or about the time of the move of the head-quarters of the Government of India. A member of an officer's family for whom travelling allowance is claimed under these Regulations must complete the journey for which the claim is made within one month either way of the date on which the officer joins his appointment in Calcutta or Simla, as the case may be, under the orders of the Head of his Department. In cases, however, in which an officer has children at a school of which the term begins or ends more than a month before or after the move of the head-quarters of the Government of India, the limit of one month may, on production of a certificate in the subjoined form, be exceeded in order to admit of children attending the school for the full term.



I certify that A. B., <sup>son</sup><sub>daughter</sub> of C. D., is a student in (here insert name of school) which closes on \_\_\_\_\_ and reopens on \_\_\_\_\_ C. S. R.—1110.

Dated \_\_\_\_\_

The \_\_\_\_\_ 19

(Signed) Principal or Headmaster.

13. If an officer makes a journey on public duty on the occasion of the movement of the Government of India to or from Calcutta or Simla instead of accompanying the head-quarters of the Government, he may charge the travelling allowances admissible under Rules 2 and 4 for his family.

G. I., F. D., 8879-C. S. R., 29-6-11.  
Dy. G. I.-1572.

14. An officer who is absent on privilege leave when the head-quarters of the Government of India are moved to or from Simla, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Simla or Calcutta as the case may be, may draw, after his return to duty, the travelling allowance which he would have received if he had accompanied the Government on its removal. The rate of travelling allowance to be drawn by the officers acting in higher grades in consequence of such privilege leave vacancies shall not, however, exceed that to which they would have been entitled if the absentee had been on duty.

[NOTE.—A claim to travelling allowance on behalf of an officer (a clerk) who left Simla on privilege leave with permission to rejoin the office at Calcutta was negatived on the ground that the officer's leave expired long before the head-quarters were established at Calcutta.]

G. I., H. D., 209-221,  
16-2-7.  
Dy. G. I.-987.  
Ditto 916,  
11-9-08.

1146. Any clerk proceeding on leave from Simla to Calcutta or from Calcutta to Simla or to any place other than those at which his family may be located is given with the permission of the Head of his office and not more than once in each season the single railway fare each way, provided that no higher charge is admitted than would have been admitted had the journey been made to Calcutta or Simla direct.

F. D. 5525-  
F. O. & A., 29-9-08.  
Dy. G. I.-1597.

2. A single railway fare to the destination may be paid in advance in these cases.

G. I., F. D., 4747-C. S. R., 28-7-11.  
Dy. G. I.-1769.

1147. In the case of an officer who goes on tour at the time of the move of the Government of India, travelling allowance under the Simla Allowance Code may be drawn for the members of the family, provided they arrived in Simla or Calcutta, as the case may be, between the date of his departure on tour and the seventh day after that on which he joins in Simla or Calcutta, as the case may be.

#### Private Secretary's Press and Foreign Department Press.

C. I. Dept. 1431—

1148. With effect from the last move from Simla, travelling expenses shall be allowed at the following scale to the employés of the presses



11035-188,  
30-12-08.  
F. D. 92-P.,  
7-1-08.  
Dy. G. I.-  
2741.

attached to the office of the Private Secretary to the Viceroy and the C. S. R.—  
Foreign Department:— 1110.

- (I) Compositors, Copyholders and others in Class (A) who are superior servants under the Civil Service Regulations. Double inter class fare from Howrah to Kalka, double second class fare from Kalka to Simla, and four annas a mile by road.

Class (A) Compositors (including men on piece-work, Copyholders, Computers, Impositors, Press Jamadars (whatever be their salary) and Pressmen who are treated as superior servants under the Civil Service Regulations.

- (II) Distributors, Pressmen, Inkmen, Daftaries and others in Class (B) who are not superior servants under the Civil Service Regulations

- (a) Those whose salary was not less than R10 a month on the 9th March 1905. } A fixed sum of R30 for each journey.  
(b) Others } A fixed sum of R25 for each journey.

Class (B) Distributors, Pressmen (not included in A), Inkmen, Daftaries, etc. (whatever be their salary).

*Concession admissible under Article 1111, Civil Service Regulations (4th Edition).*

G. I., F. D.,  
4630-F. O.  
& A.,  
15-9-09.  
Dy. G. I.-  
1639.

**1149.** The omission of Article 1111 from the Civil Service Regulations will not impair the right of clerks to the concession admissible under the article which is reproduced below. C. S. R.—1111.

“Clerks formerly attached to the office of the Director General of Railways but now employed in the Public Works Secretariat, who, in 1890, elected to retain the personal allowances granted in 1879, while annually moving with the Government of India from Simla to Calcutta and back, are entitled to draw personal travelling allowance under the rules referred to in Article 1110, Civil Service Regulations.”

*Journeys to hill stations.*

G. I., F. D.,  
1523-F. O.  
& A.,  
21-3-10.  
Dy. G. I.-  
3682.

**1150.** The Commissioner, Northern India Salt Revenue, whose headquarters are at Agra throughout the year, is permitted to conduct his duties at Simla for his own convenience, provided that the duration of his visits to Simla, continuous or occasional, is strictly limited to an aggregate of three months in each year. C. S. R.—1112.

*Halt at a hill station.*

G. I. Fin.  
3876-P.,  
2-8-94.  
Dy. 630.

**1151.** When an officer in the course of an ordinary tour visits, for the purpose of inspection or the like, a place within his ordinary jurisdiction, the fact that the place is a hill station does not take the case out of the travelling rules applicable to tours or bring it within the operation of Article 1112. Articles 1114 and 1115 are, however, intended C. S. R.—1115.

for the purpose of restricting an officer in such a case from converting C. S. R.—ordinary tour visit into a temporary residence at a hill station by limiting the grant of travelling allowance to the officer who so converts it, the travelling allowance of the establishment of such an officer being subject to the same limitations as apply to the officer's own travelling allowance. The question of an officer's halt at a hill station is treated as a question of control, but in the matter of allowances it is not deemed right that an officer should obtain at the charge of the public revenues compensation for extra expenditure which he has incurred for his own convenience and comfort, and which is not imposed upon him by the discharge of the duties of his office. 1115.

*Ten days' halt rule in the case of Controller of Stationery and Printing.*

G. I.,  
F. & C.  
Dept., 26-P.,  
4-1-05.  
Dy. G. I.-  
1974.

**1152.** The Controller of Stationery and Printing and his establishment which may accompany him on tour shall be exempted from the ten days' halt rule for halts at all hill stations, except Simla, in which case the exemption shall apply up to one month only.

*Travelling allowance includes daily allowance.*

**1153.** The expression "travelling allowance" as used in Article 1115 includes daily allowance.

### Journeys to attend Examinations.

*Mileage in lieu of permanent travelling allowance not admissible for a road journey of less than 20 miles.*

G. I., F. D.,  
3758-P.,  
6-7-06.  
Dy. G. I.-  
935.

**1154.** An officer in receipt of permanent travelling allowance who C. S. R.—claims travelling allowance under Article 1116, Civil Service Regula- 1116. tions, for appearing at an obligatory Departmental Examination and exercises the option allowed by Article 1046 of exchanging his permanent travelling allowance for the allowances admissible for the journey under Article 1065, is not entitled to draw mileage if his journey by road does not exceed 20 miles in a day.

*"Proficiency" defined.*

G. I., F. D.,  
5015-T. A.,  
18-3-03.  
Dy. G. I.-  
986.

**1155.** The term "proficiency" in this article implies success in any C. S. R.—examination in an oriental language for which a reward is admissible. 1119.

### Journeys occasioned by Leave or Retirement.

*No extra expense for absence during holidays or casual leave.*

G. I., F. D.,  
215, 14-3-04.

**1156.** Government has ruled that the State should not be put to any C. S. R.—extra expense in consequence of the absence of an officer during holidays 1121. or on casual leave. (Madras.)

*Journeys undertaken for the purpose of examination during privilege leave.*

- G. I. F. D., 157, 15-4-92. **1157.** The provisions of Article 1121 of the Civil Service Regulations C. S. R.—do not bar the claim of an officer to travelling allowance admissible for 1121. journeys undertaken for the purpose of passing an examination, although the officer may be on privilege leave while travelling and during the examination. (Allahabad.)

**Leave on Medical Certificate.**

*If a Military Officer's privilege leave is commuted to medical leave, free passage is allowed.*

- G. I. Fin. 39 9-T. A., 27-7-01. Dy. 689. **1158.** A military officer who, with reference to Article 1122, is C. S. R.—entitled to free passage when proceeding to England on furlough on 1122. medical certificate, may be allowed refund of passage money when leave taken in the first instance as privilege leave is commuted into leave on medical certificate. But the concession is not admissible when leave on medical certificate is added to and combined with privilege leave.

- F. D. 506-A., 22-9-02. Dy. G. I.-1046. **1159.** The pay and travelling allowances of an officer of the Royal Engineers in civil employ proceeding to England to attend a course of instruction at Chatham are debitable to the department in which he is employed up to the date of embarkation and on his return from the date of debarkation to the date of joining his appointment. During absence from India the officer receives military pay and allowances and the cost of his passage to and from in a private vessel or his free passage by transport should be a charge against the military estimates.

**Recall from Leave.**

*Nature of passage allowed.*

- S. of S. 76-F n., 28-4-98. Dy. 579. **1160.** In the case of officers recalled to duty from leave in England, C. S. R.—it should be stated whether it is desired that the officer should proceed to 1127. India at once by the quickest route, or should arrive in that country by a specified date. In the first case, a passage from Brindisi will be secured, and the cost of the railway journey to Brindisi allowed; in the second case, if time admits, a passage will be engaged from London to Bombay.

When in such circumstances an officer under civil leave rules is directed to proceed to India *via* Brindisi, he shall be allowed (as in the case of an officer under military rules) the cost of conveying overland 80 lbs. of baggage, and a similar concession will be made to officers who may be directed to proceed *via* Marseilles.

In the case of an officer who is permitted to make his own arrangements for returning to India, the allowance in lieu of passage from London will be £45, as stated in the despatch from the Secretary of State, No. 119 of 8th July 1897, and no further payment will be made.

- G. I. F. D., 3 3-T. A., 18-1-01. **1161.** When an officer under civil rules is recalled to duty before the expiration of his leave, and is permitted to proceed *via* Brindisi, he shall receive from the India Office, before his departure, £2 12s. 10d. on



account of excess luggage, if provided with a ticket for the ordinary C. S. R.—train, and £1 18s. 4d. if provided with a ticket for the special express 1127. train.

Officers travelling *via* Marseilles will receive £1-0-0. (Bengal.)

G. I., F. D.,  
4990-F. E.,  
23-9-10.  
Dy. G. I.-  
2300.

**1162.** Free passage by sea from India to Port Blair and back once annually is admissible to students undergoing a course of veterinary training in India who visit the Settlement during vacation.

### Survey Subordinates.

G. I. Fin.  
2783-S. R.,  
22-6-98.  
Dy. 396.

**1163.** Third class railway fare may be paid to khalasis joining C. S. R.—  
No. 15 Party— 1128.

(a) for all residents of the Punjab, from Multan to the places where they have been ordered to join their field camps or offices and back again, whether on departmental leave or not; and

(b) for residents of the United Provinces of Agra and Oudh who are at present working in the Party (and so long as they are attached to it) from Saharanpur and back.

The recruitment for such servants of No. 15 Party should in future be restricted to the Punjab.

G. I. Fin.  
3465-S. R.,  
8-8-98.  
Dy. 601.

**1164.** Permanent khalasis attached to No. 12 (Sindh) Topographical Party who were originally recruited in the United Provinces of Agra and Oudh, the Punjab and other parts of India, may be granted railway fares to the field camp, wherever it may be in Sindh, from Saharanpur in the case of men from the United Provinces of Agra and Oudh, and from Multan in the case of the Punjabis, when returning from departmental leave at the commencement and back again at the termination of the field season.

Dept. of Rev.  
& A. ri.  
134 2-2,  
23-5-11.  
G. I., F. D.,  
3558-C. S. R.,  
13-6-11.  
Dy. G. I.-  
1110.

**1165.** The Surveyor General may grant such rail and steamer fares, as he considers necessary, to and from place of recruitment when proceeding on or returning from privilege and other kinds of leave to those menials in Survey Parties who are retained for duty at recess quarters on account of the exigencies of the service. The Surveyor General may also grant travelling allowance when they take privilege leave during the move from recess quarters to the field and *vice versa* as is allowed to Lower Subordinates under Government of India, Finance Department, letter No. 2140-T.—A., dated 24th April 1908.

### Retirement of Subordinates in certain cases.

**1166.** The special sanction of the Superintendent, Port Blair, under C. S. R.—this article to the grant of free passages (with diet) to India is not necessary in the case of the men (but not their families) of the Port Blair Police Force except (1) men who take their discharge before they have completed 2 years' service in Port Blair, (2) men dismissed for misconduct, and (3) men who may take their discharge within 2 years from the date of their rejoining from leave of any kind.—(Vide Sections 16 and 17 of the Andamans and Nicobar Police Manual.) 1129.



### Termination of temporary Employment.

G. I., F. D.,  
5030-P.,  
6-9-06.  
Dy. G. I.-  
1459.

**1167.** The rule as laid down in Article 1132, Civil Service Regulations, must be read in an extended sense so as to admit of the grant of 1132. travelling allowance for the return journey to an officer temporarily employed, who by the nature of his duty is transferred from place to place, from the last place to which he was posted during the course of his employment.

### Other Occasions.

*Local Government authorised to sanction travelling allowance of officers, incurred in cases brought against them.*

G. I., F. D.,  
3390,  
30-5-07.

**1168.** The Local Government is authorised to sanction travelling allowance under the ordinary rules in cases in which officers are compelled to leave their jurisdiction to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty and in which Government has decided to undertake their defence at the public cost. (Bengal.)

### *Incorporated Local Fund servants.*

**1169.** Travelling allowances under these articles may be given to Incorporated Local Fund servants and the amounts paid charged to Provincial Revenues. (Madras.)

### *Officer under suspension.*

G. I., F. D.,  
2659-P.,  
30-7-94.

**1170.** The sanction of the Government of India is necessary for payment of travelling allowance to an officer who, while on suspension, performs a journey in connection with an enquiry into his own case. (Madras.)

**1171.** An officer under suspension summoned to give evidence in any departmental enquiry can be paid travelling allowance under this article from and to the place from which he is summoned as if he were on duty, and the charge debited to the department to which he belongs. (Bengal.)

### *Government servant as a witness.*

G. B. 3533-  
J., 1-12-86.

**1172.** The amount paid as salary and travelling allowance of a Government servant summoned to give evidence in a Civil Court, should be credited to Government by the Court when payment is made and the Court should give to each witness a certificate, in the absence of which the head of the office to which the witness belongs should refuse to draw the witness' pay and travelling allowance for the period of his absence. The certificate should be attached to the witness' travelling allowance bill.

### *Police Officers, Port Blair.*

G. I. Fin.  
3307-Ex.,  
11-7-95.  
Dy. 567.

**1173.** Gazetted officers and Police officers above the rank of Inspectors when deputed by the Superintendent, Port Blair, to perform the duties of a Superintendent of convicts on board ship are entitled to the

G. I. Fin.  
453-S. R.,  
26-1-00.  
Dy. 1560.

usual travelling allowances admissible under the Civil Service Regulations, according to their rank, without special orders from the Government of India. C. S. R.—1133.

## TO OBTAIN MEDICAL ADVICE.

*Journey performed while in charge of duties.*

G. I., F. D.,  
4954-Ex.,  
23-11-96.

**1174.** In the case of an officer who, while still in charge of his duties, proceeded to another station to obtain a medical certificate for leave, the Government of India rules that travelling allowance for the journeys to and from can be granted under the provisions of this article. (Madras.) C. S. R.—1136.

*Travelling allowance for journeys to procure health certificate on first appointment.*

G. I., F. D.,  
7871,  
29-12-03.  
Dy. G. I.-  
845.

**1175.** Travelling allowance is not admissible for a journey to procure a health certificate required by Article 49, Civil Service Regulations, on first appointment to Government service.

*Intention of the rule.*

G. I., F. D.,  
7391-T. A.,  
7-12-08.

**1176.** When an officer is obliged to make a journey in order to obtain the first medical certificate showing that he is in ill-health, prescribed in Articles 828 and 833, Civil Service Regulations, he should be granted travelling allowance on the ground that he is not ordinarily relieved of the charge of his duties on such occasions. But an officer who makes a journey to appear before a Medical Board after procuring the first certificate (Articles 829 and 833, Civil Service Regulations), or to have his first certificate countersigned (Articles 833 and 834, Civil Service Regulations), is not entitled to travelling allowance because the journey is held to be made in his own interest, that is for the purpose of obtaining leave. (Madras.)

*Officers under training.*

G. I., For.  
Dept., 1747-  
Est. A., to  
Chief  
Commr.,  
Ajmer-  
Merwara.  
F. D. 3201-  
F. O. & A.,  
22-6-10.  
Dy. G. I.-  
1232, and  
A. G.,  
Punjab,  
S. A.-1—1-  
20534,  
27-3-11.  
Dy. Acct.-  
7812. T. A.  
bundle  
419 of 1909-  
10.

**1177.** Travelling allowance will be granted in respect of journeys to and from the training institution in the case of teachers in pensionable Government service as ruled in Article 1138A of the Civil Service Regulations. C. S. R.—1138A.

G. I. Home  
283-294,  
23- -93.  
Dy. 6.8.

**1178.** Students selected to hold Government scholarships proceeding C. S. R. — to or returning from England may be granted second class fare by rail-1138A. way in India and freight for personal luggage not exceeding three maunds.

G. I., H. D.,  
111,  
20-2-01,  
reed. with  
F. D.  
endt.  
1147-T. A.,  
27-2-01.  
Dy. G. I.-  
1875.

**1179.** An annual expenditure not exceeding R305 may be incurred by the Superintendent, Port Blair, on account of the grant of a free passage from Rangoon to Port Blair to a Roman Catholic priest four times a year to visit the Port Blair Settlement and of the cost of rations issued to him while in the Settlement.

TRAVELLING EXPENSES OF ROYAL ENGINEER OFFICERS IN CIVIL EMPLOY  
RETURNING FROM CHATHAM.

G. I. Fin.  
36-05-P.,  
17-8-93.  
Dy. 615.

**1180.** Royal Engineer Officers returning to India after going through a course of instruction at Chatham are entitled to free passage by rail from the port of debarkation to the place where they are posted, and the charges are debitable in the same manner as their pay and allowance to the Civil Department to which they belong.

## CHAPTER LV.—SPECIAL RATES FOR SPECIAL LOCALITIES.

**1181.** In consequence of the delegation to Local Governments of the powers formerly held by the Government of India under Article 1139 of the Civil Service Regulations, there does not exist any necessity for maintaining Appendix 29 in the Civil Service Regulations which is therefore reprinted as Appendix H.

**1182.** In the spirit of the Government of India, Finance and Commerce Department, Resolution No. 3605, dated 7th September 1882, the Resident and Residency Surgeon in Nepal are entitled to the special double rate of daily allowance during a temporary crossing into British territory in the course of a tour.

**1183.** The daily rates of travelling allowance for the ministerial establishment in the Zhob and Chageh charges, as well as in the Duki Sub-Division, will, in the case of officers drawing pay of ₹100 a month or under, be the same as those in force in Sind, namely, (i) for an officer whose pay is not less than ₹50 a month ₹1½ a day, and (ii) for an officer whose pay is less than ₹50 a month ₹1¼ a day.

**1184.** The policemen employed as clerks in the office of the District Superintendent of Police, Zhob, may be granted travelling allowance like all other ministerial officers of corresponding rank so long as they are employed solely as members of an office establishment.

**1185.** The Tahsildars and Naib Tahsildars of the Baluchistan Agency are allowed travelling allowance at the rate of one rupee a day when proceeding on tour within their respective jurisdictions.

**1186.** The Police Constables like other officers are allowed the enhanced rate of daily allowances in special localities prescribed in Appendix "H" when deputed beyond their Inspectors' Circles, *viz.*, at 3 annas and 4 pies a day.

**1187.** Salutris and Zilladars of the Civil Veterinary Department, employed in Baluchistan, are entitled to their actual railway fares only for journeys by rail. No fixed monthly allowance should be passed to these men on this account.

**1188.** The present rate of daily allowance admissible under the rules to the menial establishment of the Persian Gulf Residency while away from head-quarters and not receiving rations may be increased to one kran, irrespective of the variations of exchange, but should never exceed 5 annas a day.

**1189.** Forest officers when actually travelling in the interior of the hill tracts mentioned in Section III (4) (i) of Appendix 29, Civil Service Regulations, and in the Simla and Darjeeling districts, are allowed to



Dy. G. I.-  
3475,  
14-3-03.

draw the rates admissible to Forest officers stationed in those places. C. S. R.—  
This concession is not applicable to halts made at the Sadar Stations of 1140.  
the districts in question.

G. I. Fin.  
3379-Ex.,  
6-8-06.  
Dy. 647.

**1190.** The Native Superintendent of Vaccination in Ajmer is allowed travelling allowance of 8 annas a day while on tour.

## CHAPTER LVI.—SPECIAL RULES FOR HIGH OFFICERS.

### Viceroy.

G. I. Fin.  
2347, 30-8-  
72.

**1191.** The Viceroy's tour and travelling charges should be examined, C. S. R.—checked and audited precisely like any other expenditure of public money. No charge should be audited that is opposed to any financial rule or practice in other Departments. 1141.

G. I. Fin.  
1270, 26-3-  
91.

**1192.** A charge in respect of journey undertaken by Her Excellency the wife of the Viceroy as part of the Viceroy's tour is properly made against the public revenues even though Her Excellency may not be travelling with the Viceroy. But where the journey is of a private nature and not connected with the Viceroy's tour, the cost of the journey should not be included in the amount passed for payment by the Military Secretary.

*Regarding the supply of reserved accommodation for inspecting officers when travelling by rail.*

G. I., H. D.,  
156404, 9-7-  
08. F. D.  
331-T. A.,  
24-7-08.

**1193.** (a) Reserved carriages to be provided should be bogie vehicles each containing an officer's compartment, a lavatory and bath, a kitchen with separate servants' compartment, the carriage being fitted with electric fans and light. C. S. R.—1145, App. 30.

(b) Carriages provided for the members of the Executive Council and Members of the Railway Board and the Director of Railway Construction should be utilised as far as possible.

(c) In the case of carriages owned by the State the existing rates of haulage are reasonable, but that when a carriage belonging to Railway Superintendent is used the public rates of haulage should be paid.

(d) When an officer entitled to a special reserved carriage travels on a narrow gauge line, he should be entitled to a reserved carriage if available, and that if this is not available he should be entitled to a reserved compartment.

(e) Superintendents of Railway Police should be provided with reserved carriages by the Railway Administrations concerned.

(f) The following officers should be held to be entitled to special reserved carriages:—

The Chief of the Staff.

The General Officers Commanding the Northern and Southern Armies.

The Inspector General of Cavalry.

The Inspector General of Supply and Transport.

The Inspector General of Volunteers.

The Director, Criminal Intelligence.

The Inspector General of Irrigation.

The Inspector General of Agriculture. (Now designated Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa.)

G. I. H. D., 2589-2591, 18-11-03. F. D. 4950-F. O. & A., 8-12-08. Dy. G. I.-2245.

**1194.** Officers for whom a reserved first class compartment has been C. S. R.— specially sanctioned for travelling between the hours of 11 P.M. and 1145, App. 7 A.M. should be entitled to such accommodation for any journey of over <sup>30.</sup> six hours or for any journey any part of which is made between 11 P.M. and 7 A.M.

### Secretaries, etc.

G. I. Fin. 3088-P., 18-7-93. Dy. 4. 3.

**1195.** Whenever the Secretary to the Government of India in the Foreign Department travels by railway in his official capacity on special tours of duty he shall be provided with a reserved first class carriage like Residents of the first class.

G. I. H. D., 4000- (Public), 27-10-09. F. D. 5503, 29-10-09. Dy. G. I.-2138.

Secretaries to the Government of India in other Departments shall be C. S. R.— provided with a reserved first class compartment or a reserved cabin (if Chap. LVI. available) according as they travel by railway or steamer, when in respect of journeys by rail they may draw *actual travelling expenses* up to a maximum of a single first class fare, and in respect of a reserved cabin they shall be subject to the deduction of table money.

### Inspector General, Imperial Service Troops.

G. I. Fin. 5178-Ex., 30-10-09. Dy. 1097.

**1196.** The Inspector General, Imperial Service Troops, when travelling on duty with his Staff Officer by rail, shall be entitled to a first class reserved compartment and will be empowered to issue warrants in order to secure this accommodation. The Inspector General and his Staff Officer will in future be entitled to draw one first class fare only for each railway journey, and their horses will be conveyed in the same manner as heretofore.

C. M. A., Bo., A. B.-7443-I., 12-11-06. Dy. G. A.-993.

NOTE.—In auditing the warrants issued by the Inspector General for reserved accommodation, note that four and three second class fares are charged on a broad and a narrow gauge line respectively and that the baggage allowed free of charge is 20 seers for each fare.

### Census Commissioner for India.

G. I. H. D., 38, 10-3-10. F. D. 1439-F. O. & A., 17-3-10. Dy. G. I.-3635.

**1197.** The Census Commissioner for India is entitled to a reserved first class compartment for all journeys by rail of over six hours, and for any journey any part of which is made between the hours of 11 P.M. and 7 A.M.

### Trains for High Officials of Government. Charges for the provision.

**1198.** It is now ordered that when high officials\* travel on duty by C. S. R.— railway, the rates given in the adjoined 1141 to 1147. schedule for special trains and for the haulage by ordinary trains of special saloon and other carriages provided for their use shall be chargeable on all State railways worked by the Government, on the Tirhoot State Railway, and on all railways over which the Government may hereafter acquire control in regard to such matters.

\* Viceroy.  
Governors.  
Lieutenant-Governors.  
Commander-in-Chief.  
Members of the Supreme Council.  
Chief Commissioners.  
Members of the Executive Council of Madras and of Bombay.  
Residents of the 1st class.  
Commissioner in Sind.  
Director General of Railway.  
Director General of Telegraphs.  
Consulting Engineer for State Railways.  
Inspector General of the Railway Mail Service.

**1199.** It is expected that the administrations of the railways noted C. S. R.— in the margin whose contracts provide for 1141 to 1147. the performance of all services required for the aforesaid high Government officials on the same general conditions as may for the time being be in force on State railways and at such rates as may be approved by the Secretary of State, will adopt the same rates; and it is hoped that, in order to secure uniformity in the charges for such services, the administrations of all railways not specially referred to above will also agree to accept them.

Bengal Central.  
Bengal Nagpur.  
Bengal and North-Western.  
Delhi-Umballa-Kalka. (\*)  
East Indian.  
Indian Midland, including Bhopal.  
Lucknow-Bareilly Section of the Rohilkund and Kumaon.  
Rajputana-Malwa.  
South Indian.  
Southern Mahratta, including Mysore.

(\*) On the Umballa-Kalka Section of the Delhi-Umballa-Kalka Railway the principle of charging double the ordinary rates has already been recognised.

(Government of India, Public Works Department, Circular No. X  
Railways, dated 4th September 1901. F. C. 4845-A., 17th September  
1901, Dy. G. I.-948.)

When high officials of Government mentioned in the following schedule travel on duty by railway, the rates therein given for special trains and for the haulage by ordinary trains of carriages reserved for them will be charged on all railways in India except on His Highness the Nizam's Guaranteed State and the Darjeeling-Himalayan Railways:—

I.—For special trains for the Viceroy, Governors, Lieutenant-Governors, Commander-in-Chief and other high officials of Government authorised to travel by special trains—

(i) The haulage charges to be—

(a) On railways of the standard (5' 6") gauge—\*†

R a. p.

For a special train of not more than nine ordinary coaching vehicles, including two brake-vans to be used for luggage, minimum . . . . .	3	0	0	per mile.
For an additional engine . . . . .	2	8	0	„
For each additional vehicle { loaded . . . . .	0	6	0	„
other than bogies. { empty . . . . .	0	3	0	„
For each additional vehicle { loaded . . . . .	0	8	0	„
running on bogies. { empty . . . . .	0	4	0	„

\* Double these charges are leviable on the Umballa-Kalka Section of the Delhi-Umballa-Kalka Railway. (F. D. 4665-T. A., dated 29th August 1902, Dy. 393.)

† One and a half times these charges are leviable on the Hardwar Dehra Railway. (F. D. 3634-T. A., dated 18th June 1903, Dy. G. I.-613.)



Minimum total charge for a journey R200.

(b) On railways of other gauges—*†	R	a.	p.	
For a special train of not more than nine ordinary coaching vehicles, including two brake-vans to be used for luggage, minimum . . . . .	2	0	0	per mile.
For an additional engine . . . . .	2	0	0	„
For each additional vehicle { loaded . . . . .	0	4	0	„
other than bogies. { empty . . . . .	0	2	0	„
For each additional vehicle { loaded . . . . .	0	6	0	„
running on bogies. { empty . . . . .	0	3	0	„

Minimum total charge for a journey R150.

- (ii) Each bogie to count in calculating the loads as two vehicles.
- (iii) The above charges to be inclusive of all fares and luggage charges and all charges inclusive of "hire" not specially provided for in this schedule.
- (iv) Demurrage charges for detentions and stoppages *en route*, when not necessary for railway purposes and not provided for in the original time table, to be levied at the following rates:—
- (a) On railways of the standard (5' 6") gauge—

	Per hour or fraction of an hour.	R	a.	p.
For each vehicle not the property of the State . . . . .		0	8	0
For each engine kept in steam . . . . .		10	0	0

(b) On railways of other gauges—

For each vehicle not the property of the State . . . . .	0	4	0
For each engine kept in steam . . . . .	8	0	0

II.—For haulage by ordinary trains of carriages reserved for the Viceroy, Governors, Lieutenant-Governors, Commander-in-Chief, Ordinary Members of the Supreme Council, Chief Commissioners, Ordinary Members of the Executive Councils of Madras and of Bombay, Lieutenant-Generals Commanding the Forces in the Punjab, Bengal, Madras and Bombay, Residents of the 1st class, Commissioner in Sind, Director of Railway Traffic, Director of Railway Construction, Director

\* Double these charges are leviable on the Mandalay-Kunlon Railway from Myohaung to Lashio. (F. D. 130-T. A., dated 28th January 1903, Dy. 1905.)

† These charges are not applicable to the Nilgiri Railway or to the Kalka-Simla Railway. (F. D. 1505-T. A., dated 17th March 1903, Dy. G. I.-2421.)

General of Telegraphs, and Inspector General of the Railway Mail Service— C. S. R.—  
1141 to 1147.

(i) The haulage charges to be—

(a) On railways of the standard (5' 6") gauge—\* †  
 For vehicles other than bogies. } loaded—6 annas }  
   } empty—3     " } per vehicle per mile.  
 For vehicles running on bogies. } loaded—8     " }  
   } empty—4     " }

(b) On railways of other gauges—† §

For vehicles other than bogies. } loaded—4 annas }  
   } empty—2     " } per vehicle per mile.  
 For vehicles running on bogies. } loaded—6     " }  
   } empty—3     " }

NOTE.—These charges are to cover the conveyance of servants travelling in the servants' compartment of the reserved carriage, and, in the absence of any special provision on the subject, 6 maunds of luggage when carried in the luggage van, and all charges, including "hire" not specially provided for in this schedule.

(ii) Vehicles requisitioned by high officials of Government for haulage by ordinary trains in addition to the special carriages built and provided for their use, or in addition to the accommodation to which they are entitled under the rules, to be charged for at ordinary tariff rates.

(iii) Demurrage charges payable to the owning line under Conference Rules may be recovered from Government in respect of the detention and stoppage *en route* of any vehicle (other than vehicles which are either the property of the State, or which have been expressly constructed for high officials of Government or for His Excellency the Viceroy) when reserved for high officials of Government travelling by ordinary train. In support of such charges the Railway Administration concerned must submit a written order signed by the official

\* Double these charges are leviable on the Mandalay-Kunlon Railway from Myohaung to Lashio.

† One and a half times these charges are leviable on the Hardwar Dehra Railway.

‡ Double these charges are leviable on the Umballa-Kalka Section of the Delhi-Umballa-Kalka Railway.

§ These charges are not applicable to the Nilgiri Railway or to the Kalka-Simla Railway.

F. & C.  
130-T. A.,  
28-1-03.  
Dy. 1985.

F. & C.  
Dept.  
3634-T. A.,  
18-6-08.  
Dy. G. I.-  
63.

F. & C.  
Dept. 4665-  
T. A.,  
29-8-02.  
Dy. 9981.  
F. & C.  
Dept. endt.  
1505-T. A.,  
17-3-03.  
Dy. G. I.-  
2421.

concerned, or by one of his staff officers, ordering such detention or stoppage. C. S. R.—  
1141 to 1147.

III.—Special reserved carriages which have been built for use by high officials of Government and which are the property of the State, are to be considered on the home line wherever they may be, and neither demurrage nor "hire" charges are to be levied on them.

### Form of Requisition.

**1200.** In supersession of Public Works Department Circular No. XIV-Ry., dated 2nd November 1901, the form of requisition for the provision of special accommodation for high officials of Government issued with Public Works Department Memorandum No. 1275-R. T., dated 14th December 1901, is to be used in place of that forwarded with Public Works Department No. 629-R. T., dated 16th July 1902; but for distinguished visitors it has been decided to revert to the form appended to Public Works Department's letter No. 1061-R. T., dated 26th October 1899.

**1200A.** Railway requisitions for special accommodation should be signed by the person performing the journey.

C. S. R.—  
1145 and  
App. 30 and  
the note  
commencing  
Chap. LVI.

### Executive Council.

**1201.** Charges for the haulage of empty carriages supplied for the use of Ordinary Members of the Supreme Council, whether the haulage is incurred in order to meet the requisitions of Honourable Members or in the return of such carriages empty to the home line, should continue to be admitted at the rates heretofore in force, and the orders conveyed in the Government of India letter No. 54-R. T., dated 17th January 1885, remain unaffected by the Resolution No. 0030-R. T., dated 13th December 1890.

**1202.** An Ordinary Member of the Supreme Council is not entitled under the rules to charge the Government for the conveyance of his horses between Calcutta and Simla.

**1203.** The horse and camp equipments of the Public Works Members of the Executive Council when travelling on duty between Umballa and the termini of the Frontier Railways are carried at public expense.

**1204.** Bills of Railway Companies on account of freight of luggage of Honourable Members should first be passed for payment in full; if there are any objections, they should be reported to Government afterwards.

**1205.** The following rates have been adopted on the Bengal-Nagpur Railway for the haulage of the special carriages used by the Honourable Members of His Excellency the Viceroy's Executive Council, viz., six annas per vehicle per mile when occupied and three annas per vehicle per mile when running empty.

*Brake-vans when allowed free of charge.*

G. I., F. D., 1206. Brake-vans, attached to special trains for high officials of Government travelling on duty by railway, when not entirely used for the luggage of the official concerned, are allowed free of charge. (Bengal.)  
4598-S. R.,  
25-10-98.

**Special Rulings.***Travelling expenses of Extra Aide-de-Camp to His Excellency the Viceroy, etc.*

F. D. 1526-  
T. A.,  
29-9-02.  
Dy. G. I.-  
1088.  
1207. When military officers are appointed Extra Aides-de-Camp on the personal staff of His Excellency the Viceroy, the Governors of Presidencies or Lieutenant-Governors, they should travel at the public expense both when proceeding to join their appointments and when returning to military duty on vacating such appointments, the charges on the former occasion being borne by the Civil Department and on the latter occasion by the Military Department in accordance with Article 824-B, Civil Account Code, Vol. II.

*Zhob Levy Corps.*

F. & C.  
1436-P.,  
3-3-04. Dy.  
G. I.-2387.  
1208. The British officers of the Corps are allowed to draw travelling allowance in accordance with civil rules.

*Inspector General of Forests.*

G. I. Fin.  
2938-P.,  
13-7-92.  
1209. The chaprasis accompanying the Inspector General, Assistant Inspector General of Forests, and Superintendent of Working-Plans on tour in Burma get allowances calculated to raise the total emoluments of each to Rs 14 a month.

F. D.  
7535-P.,  
18-12-07.  
Dy. G. I.-  
2574.  
1210. The Inspector General of Forests should at his discretion on any tour hire horses in lieu of railing his own animals, the Government paying the actual charge of hiring not more than two horses.

*Military Secretariat.*

G. I., M. D.,  
303-B.,  
2-7-85.  
1211. Officers of the Military Secretariat and the Military Accounts Department are not in civil employ, and are entitled to use Form "E" certificate when travelling on duty by railway.

*Deputy Accountant General, Railways.*

P. W. D.  
194-A. G.,  
17-10-87.  
1212. Calcutta being the permanent head-quarters of the Deputy Accountant General, Railways, employed on inspection duty and his establishment, they are entitled to draw daily allowance for the period of their stay in Simla on duty.



*Survey of India.*

R. & A.  
Dept. 65—8-  
88-A.,  
18-4-90, and  
Fin. 2212,  
5-5-90.

**1213.** The Surveyor General and his camp office when summoned to Simla shall draw travelling and halting allowances under the ordinary rules of the Civil Service Regulations, subject to the following provisos:—

There shall be a minimum rate of haltage fixed at Rs25 per mensem or  $\frac{5}{6}$ ths of a rupee per diem. Exemption from the rule laid down regarding the 10 days' limit for halting allowance may be applied for in any case in which the Surveyor General considers that it should be granted, but, as at present, such exemption will require the special orders of the Government of India.

*Geological Survey of India.*

R. & A.  
Dept. 71,  
18-1-04.

**1214.** The power of specially sanctioning the conveyance of horses of officers of that Department has been delegated to the Superintendent (now Director) of the Geological Survey of India.

R. & A.  
Dept. 56,  
17-3-92, and  
Fin. endt.  
1236,  
24-3-92.

**1215.** As there is no fixed rate of travelling allowance for the Sub-Assistants of the Geological Survey of India, they are granted the allowance at the ordinary rates under Article 1063 of the Civil Service Regulations.

D. G. S. of  
India 1141,  
23-12-02.  
Dy. G. I.-  
1744.

**1216.** In the Geological Survey Department, an Assistant Superintendent is allowed six servants, if he travels with camp equipments in charge of a party [*vide* Article 1070 (ii), Civil Service Regulations].

*Inspector of Explosives.*

G. I., C. & I.  
Dept.,  
7653—29,  
12-9-07.  
F. D. 5885-  
F., 19-9-07.  
Dy. G. I.-  
1741.

**1217.** The Government of India have decided that the head-quarters of the Chief Inspector of Explosives will be located at Simla from 15th April to 15th October in each year subject to the conditions that a tour of inspection of two months' duration is made by him between the 1st June and the 31st August and that he holds himself ready to proceed at any time on any special inspection or other work which may from time to time become necessary.

2. The rules in the Simla Allowance Code as revised by the H. D. No. 209-221, dated 16th February 1907, will be applicable to him and to his office establishment.

G. I., F. D.,  
1102-S. R.,  
3-3-00.  
Dy. G. I.-  
1760.

**1218.** The Assistant Inspectors of Explosives [now designated as Inspectors of Explosives], when on tours of inspection, will be granted, in addition to detention allowance, the actual charges incurred, on account of movements on duty, by the shortest eligible route, between his residence and the several places he is required to visit at a station of halt.

*Reporter on Economic Products to the Government of India.*

R. & A.  
Dept. 328—  
61, 7-12-95.  
Dy. G. I.—  
1314.

**1219.** The head-quarters of the office of the Reporter on Economic Products to the Government of India being now at Calcutta, the members of the establishment who would accompany the Reporter to Simla are not entitled to Simla allowances under Simla Allowance Code. They are allowed halting allowances under the Civil Service Regulations for the period of their stay in Simla.

*Archæological Department.*

F. & C.  
4561-P.,  
Dy. G. I.—  
869, 23-8-02.

**1220.** The Government of India have decided that the head-quarters of the Director General of Archæology in India should be at Simla.

*Inspector General, Imperial Service Troops.*

G. I., For.  
Dept., 2942-  
Est. B., 31-  
8-09.  
Dy. G. I.—  
1524.

**1221.** Simla is the head-quarters of the Inspector General, Imperial Service Troops, throughout the year.

*Meteorological Department.*

F. D. 3366-  
T. A., 5-7-00.  
Dy. G. I.—  
553 of  
1900-01.

**1222.** For exceptional journeys of less than 20 miles by road the Meteorological Reporter to the Government of India may allow the Provincial Meteorological Reporters and subordinate officers to draw actual expenses under Article 1037, Civil Service Regulations, subject to the conditions of clause (b) of that article.

*Board of Examiners.*

Home Dept.  
336, 25-8-96,  
and Fin.  
endtd.  
3927-Ex.,  
12-9-96.  
Dy. G. I.—  
816.

**1223.** The Secretary to the Board of Examiners shall make two tours annually in April and October for the purpose of presiding at the examinations of military officers in Urdu by the Higher Standard, and of conducting the examination of civil as well as military candidates in Urdu or Hindi by the High Proficiency Standard in the United Provinces of Agra and Oudh and the Punjab. It is intended that these half-yearly examinations should be conducted at Lucknow and at Lahore; one of them being held first at Lucknow and then at Lahore, and the other first at Lahore and then at Lucknow. The exact dates on which such examinations should take place will be arranged by the Secretary to the Board in consultation with the Lieutenant-Generals Commanding, Punjab and Bengal, and the arrangements thus made will be notified by the Secretary to the Government of India in the Military Department.

The Secretary is granted travelling allowance under Article 1012, Civil Service Regulations, and a daily allowance of ₹10 during halts on tour. He should be accompanied by a clerk and a Maulvi whose travelling allowance is to be regulated according to the rules of the Civil Service Regulations.

G. I., Com.  
and Ind.,  
5456-119,  
12-7-06.  
F. D. 4214-  
Ex., 26-7-06.  
Dy. G. I.-  
1134.

**1224.** Non-official members of the Board of Examiners for the grant of certificate to Mine Managers are entitled to a fee of ₹100 for each meeting and travelling allowance under the Civil Service Regulations at first class rates.

*Resident in Nepal.*

For. Dept.  
1315-G.,  
16-11-82.  
Dy. G. I.-  
10365.  
For. Dept.  
675-G.,  
12-9-82. Dy.  
T. A.-522,  
27-8-05.

**1225.** The Government of India leave it to the Resident in Nepal to calculate approximately mileage rates on the distances traversed during his tours in Nepal and will accept as decisive his opinion as to the necessity at any time for crossing the frontier into British territory. If the Resident in a course of tour in Nepal is obliged to cross the frontiers temporarily into British territory he shall nevertheless be entitled to draw the higher rates throughout his tour.

*Legislative Council.*

G. I., F. D.,  
303-F. O. &  
A., 15-2-  
10.  
Dy. G. I.-  
3253.  
Bundle G. A.-  
2070.

**1226.** The daily allowance sanctioned for members of Legislative C. S. R.—Councils is exempt from both income tax and annuity fund deductions. 1148 (2).

## CHAPTER LVII.—RULES OF PROCEDURE.

## Countersignature.

*Geological Survey of India.*

C. & I.  
3077-79,  
12-4-07.  
Dy. G. I.-  
103.

**1228.** The officer placed in charge of the head-quarters office during the absence of the Director, Geological Survey of India, is the Controlling Officer for the purpose of Article 1159 of the Civil Service Regulations. C. S. R.—1159.

*Reporter on Economic Products.*

R. & A.  
Dept.  
31—8-14,  
7-1-04.  
Dy. G. I.-  
1906.

**1229.** The Reporter on Economic Products to the Government of India is declared to be the Controlling Officer under Article 1159 of the Civil Service Regulations for the purposes of the travelling allowance bills of his office establishment and he is authorised to countersign these bills. His other travelling allowance bills should continue to be submitted to the Government of India for countersignature.

*Director, Agricultural Institute, Pusa.*

R. & A.  
Dept.  
792—88-2,  
2-5-05.  
Dy. G. I.-  
246.

**1230.** The Director, Agricultural Institute, Pusa, has been authorised to countersign travelling allowance bills of his office establishment.

*Coorg.*

C. G. 530,  
18-3-02.

**1231.** Under Article 1159, Civil Service Regulations, the Commissioner of Coorg is appointed by the *Chief Commissioner* to be the Controlling Officer of the travelling allowance bills of the Assistant Superintendent of Police.

*Archæological Survey.*

Bom. Govt.,  
Genl. Dept.,  
2558, 18-5-  
04.  
Transit 545-  
T. B., 27-5-  
04.

**1232.** The Superintendent, Archæological Survey, Bombay, should be the Controlling Officer under Article 1159, Civil Service Regulations, for the Bombay Archæological Survey Department.

Govt. of  
Bengal 564 &  
565, 1-2-12.  
Dy.  
Mis.-4293.

**1233.** The Superintendent, Archæological Survey, Eastern Circle, is the Controlling Officer of the Assistant Superintendent, Archæological Survey, Eastern Circle, for the purpose of passing his travelling allowance bills.



*Port Blair.*

Dy. T. A.-  
1001, 22-9-  
05.

**1234.** Under Article 1159, Civil Service Regulations, the following officers have been appointed by the Chief Commissioner, Andaman and Nicobar Islands, and Superintendent of Port Blair, as Controlling Officers for the non-gazetted members of their establishments:—

- (1) Eastern District Officer.
- (2) Western District Officer.
- (3) Commandant and District Superintendent of Police.
- (4) Executive Commissariat Officer.
- (5) President, School Committee.
- (6) Senior Medical Officer.
- (7) Port Officer.
- (8) Deputy Superintendent.

*Northern India Salt Department. Bills countersigned by Personal Assistant.*

G. I., F. &  
C., 2095, 10-  
7-84.  
Dy. G. I.-  
430.

**1235.** The Personal Assistant to the Commissioner of Northern India Salt Revenue has been authorised to countersign bills of the Department of Northern India Salt Revenue, it being always expressed that he countersigns "for the Commissioner."

*Additional members of the Legislative Council.*

G. I., L. D.,  
114,  
12-1-10.  
Dy. G. I.-  
2817.

**1236.** The Registrar in the Legislative Department will be the Controlling Officer for the Additional Members of the Legislative Council of the Governor General.

*Deputy Accountant General, Public Works Branch.*

C. G.'s  
2702,  
14-11-10.  
Dy. G. I.-  
2883.

**1237.** The travelling allowance bills of the Deputy Accountant General, Public Works Branch, should in future be countersigned before payment under Article 1159, Civil Service Regulations, by the Civil Accountant General who will also audit both the salary and travelling allowance bills of the Deputy Accountant General.

*Officers in Rajputana.*

Raj. 629—  
64-IV, 27-2-  
11.  
Dy. Raj.-  
1307.

**1238.** The Second Assistant to the Hon'ble the Agent to the Governor General in Rajputana is declared to be the Controlling Officer for the purposes of the travelling allowance bills of the following officers and their establishments:—

- (1) All Political and Medical Officers in Rajputana.
- (2) The First and Second Assistants to the Agent to the Governor General and Attaché.
- (3) Superintendent of Census Operations in Rajputana and Ajmer-Merwara.

*Officers in Baluchistan.*

A. G. G.,  
Balu.,  
2021, 9-4-04.  
Dy. G. A.-  
151.

**1239.** The following district officers of Baluchistan have been empowered to countersign travelling allowance bills of the officers subordinate to them:—

1. The Revenue and Judicial Commissioner.
2. Political Agent, Quetta-Pishin.
3. Ditto, Sibi.
4. Ditto, Zhob.
5. Ditto, Kalat.
6. Political Assistant, Chagai.
7. Residency Surgeon and Chief Medical Officer, Baluchistan.
8. Extra Assistant Conservator of Forests in Baluchistan.
9. Superintendent, Imperial Gazetteer.
10. Political Agent, Loralai.

Countersigns also the travelling allowance bills of the Extra Assistant Conservator of Forests. His own bills are cashed without countersignature.

A. G. G.,  
Balu., 4835,  
15-9-08.  
Dy. T. A.-  
1241,  
21-9-08.  
Rev. Comr.,  
Balu.,  
5444, 5-11-  
11. Dy.  
Balu.-1059,  
& C. I. T.'s  
orders,  
17-11-11.  
Bundle  
G. A.-169  
of 1911-12.

NOTE 1.—Major A. M. Anscorn, V.D., Extra Assistant Commissioner, is empowered to countersign the travelling allowance bills of the office establishment of the Political Agent, Quetta, during his absence on tour.

The travelling allowance bills of the Assistant Political Agent should be countersigned by the Political Agent.

NOTE 2.—The Assistant Agent to the Governor General who works as Assistant Revenue Commissioner, Baluchistan, is empowered to countersign travelling allowance bills for the Revenue Commissioner.

A. G. G.,  
Balu.,  
3602, 13-6-  
10.

**1240.** The Revenue Commissioner, Baluchistan, has been delegated with the powers of a controlling officer as regards the travelling allowance bills of the officers named below:—

- (1) Political Agent, Quetta.
- (2) Deputy Commissioner, Sibi.
- (3) Political Agent, Loralai.
- (4) Political Agent, Zhob.
- (5) Political Agent, Kalat.
- (6) Political Agent, Chagai.
- (7) Census Superintendent in Baluchistan.

A. G. G.,  
Balu., 704-Z,  
& 705-Z.,  
12-8-11.  
Dy. Balu.-  
678.

**1241.** The First Assistant to the Hon'ble the Agent to the Governor General and Chief Commissioner in Baluchistan has been delegated with the duty of countersignature in respect of travelling allowance bills of the officers and establishments named below:—

- (1) Personal Assistant to the Hon'ble the Agent to the Governor General in Baluchistan.
- (2) Personal Native Assistant to the Hon'ble the Agent to the Governor General in Baluchistan.
- (3) The Registrar of the Baluchistan Agency.
- (4) Superintendent of Police, Quetta-Pishin and Sibi.

- (5) Office establishment of the Hon'ble the Agent to the Governor General and Chief Commissioner. C. S. R.—1159.
- (6) Head-quarters Levies.

The Revenue and Judicial Commissioner, Baluchistan, has been delegated with the duty of countersignature in respect of travelling allowance bills of the Second Assistant to the Hon'ble the Agent to the Governor General and Chief Commissioner.

A. G. G.,  
Bal., order  
6076,  
23-11-04.  
Copy recd.  
with reply  
1327,  
18-8-11,  
from Adj't.,  
M. L. Corps.  
Dy. G. A.  
H. M.-220.  
G. A. bundle  
215 of  
1911-12.  
A. G. G.,  
Bal.,  
44-I.S.,  
19-2-10,  
to Poll.  
Agent in  
Zhob. Copy  
recd. with  
reply to  
H. M. to  
the officer.  
Sr. No. 4102.  
G. A. bundle  
479 of  
1911-12.

**1242.** The Assistant Political Agent, Mekran, and *ex-officio* Commandant, Mekran Levy Corps, has been delegated, by the Agent to the Governor General in Baluchistan, with the powers of a controlling officer, with respect to travelling allowance bills of the officers and establishments subordinate to him.

**1243.** The Assistant Political Agent, Zhob, has been authorised by the Hon'ble the Agent to the Governor General in Baluchistan to sign for the Political Agent in Zhob the travelling allowance bills of his office and the offices subordinate to him, during his absence on tour.

*The Travelling Allowance bills of the Chaplain, Mount Abu, need not be countersigned.*

Dy. G. A.-  
1570 of  
1905-06.

**1244.** The Chaplain, Mount Abu, is allowed to visit Abu twelve times a year with three days' halt, and Erinpura three times with two days' halt. The Chaplain of Neemuch to visit Kairwara four times a year with two days' halt and Udaipore four times a year with two days' halt. C. S. R.—1160 (a).

Bills for travelling allowance for these visits and for such extra visits as are paid under Government of India Resolution No. 231, dated 5th November 1872, should be admitted without the countersignature of the Archdeacon. But bills for visits or halts in excess of the sanctioned number require his countersignature.

*Archdeacon.*

C. I. T.'s  
decision,  
*vide* Bundle  
851 of 1909-  
10.

**1245.** The Archdeacon being the head of his department, no countersignature or Bishop's order is necessary under Article 1160 (a), Civil Service Regulations, for passing his travelling allowance bills.

**APPENDIX A.****Leave Rules.***Referred to in paragraphs 322 and 684.***NON-CONTINUOUS SERVICE ROYAL ENGINEER OFFICERS.****Conditions under which leave may be allowed to non-continuous service officers of Royal Engineers serving in India.**

In accordance with the instructions received from the Right Hon'ble the Secretary of State for India it is hereby notified that a non-continuous service officer of Royal Engineers, if under British service leave rules, will be allowed, whether in civil or military employ, to take leave once, for one year as if under the leave rules of the staff corps, either at the end of his first tour of service in India or later, if he remains in India, subject to the condition that he returns to duty in India before the end of the year, or within 18 months in case he receives an extension of leave under paragraph 2. Any officer not so returning will be required to refund the difference between his leave pay and the pay he would have received under the rules applicable to officers of the British Army serving in India. Service for calculating leave pay will reckon from date of first commission.

2. Any extension of leave beyond the one year, either on urgent private affairs or on medical certificate, will be on British pay. After 18 months' leave in all, an officer will, if he does not return to India, cease to be on the Indian establishment.

3. Officers of the Royal Engineers drawing leave pay under the staff corps rules will be in the same position as staff corps officers in regard to passage to and from England. A subaltern going home on medical certificate will be entitled to passage home but not to passage back. No other officer will be entitled to passage either way; but an officer who does not return to India and has consequently to refund the difference of pay, will be entitled to passage money to England at Indian rates in reduction of the amount to be refunded. An officer on leave on medical certificate who obtains an extension on British pay, will, if able to return within the period of 18 months, be entitled to passage to India. —(Clause 94 of India Army Circulars of the 1st June 1898—G. I. order No. 295, dated 4th August 1898, received with Surveyor General's letter No. 3740, dated 6th September 1911. Dy. No. I. D.-2509, G. A. bundle No. 496 of 1911-12.)

**Election.**

A Royal Engineer officer can elect on each occasion of his going on leave whether he takes it under British service or Civil leave rules and is not required to elect permanently for either one or the other.—(*Government of India, Revenue and Agriculture Department, No. 1237-111-3, dated 1st Sept. 1904. Dy. No. G. I. 1103, Sr. No. 2780.*)

**Conditions of Service of Royal Engineer Officers in India.**

The Secretary of State for India in Council having decided, with the concurrence of the Secretary of State for War, that the system of election for continuous service in India by officers of Royal Engineers shall be abandoned, no officers shall be allowed to elect for continuous service after the 31st December 1904.

Officers who have already elected for continuous service shall be permitted to cancel their election at any time.

Officers who have elected for continuous service and do not cancel their election, and officers who may before 1st January 1905 be allowed to elect, shall continue to enjoy all the rights and privileges of continuous service officers.



The following rules shall apply to officers upon the Indian Establishment at this date and to those who may in future proceed to India for a tour of service, except in the case of officers who, having elected for continuous Indian service, do not cancel their election and of any who may be allowed to elect between this date and the 31st December 1904 :—

I. A tour of Indian service for an officer of Royal Engineers shall be five years reckoning from the date on which he is posted to the Indian Establishment.

An officer after a term of Indian service who has reverted to the Imperial Establishment as provided in Rule II will, if again posted to the Indian Establishment, be required to complete a five years' tour as before. Leave out of India shall reckon as part of a tour.

II. At the expiration of five years' tour an officer may be permitted to extend his Indian service indefinitely.

An officer may apply for permission to revert to the Imperial Establishment on completion of a five years' tour of Indian service, or at any subsequent date, giving six months' notice of his wish to revert.

The Secretary of State for India, with the concurrence of the Secretary of State for War, may at any time terminate the Indian service of an officer.

III. During his first five years of Indian service an officer shall be under the leave rules applicable to the British service in India. After the expiration of his first five years of Indian service, an officer—

(a) If in Military employment,—

Extract paragraph 1 of a Military Despatch from the S. S., 191, 16-10-08. Army Dept. 2169-B., 2-9-10. Dy. G. I.-2110.

(1) May be granted leave under the leave rules for the Indian Army subject to the following conditions :—

(i) An officer's service for leave allowances shall be—

When he has less than 20 years' service for Indian pension, reckoned as in Rule VIII, his service on Indian Establishment, *i.e.*, the period during which he has drawn pay from Indian Revenues. This usually begins on the date of embarkation for India, but it may sometimes include a time spent under instruction in England in the pay of the Government of India, before embarkation.

When he has not less than 20 years' service for Indian pension, reckoned as in Rule VIII, his service for Indian pension.

(ii) In the event of an officer not returning to India on or before the expiration of any leave granted to him under the Indian Army leave rules by reason of his reversion to the Imperial Establishment, he will be required to refund the difference between the leave allowance drawn under these rules and the leave pay he would have received under the leave rules applicable to the British service in India;

or

(2) May be granted leave under the rules applicable to the British service in India should he prefer these rules to the Indian Army leave rules.

(b) If in Civil employment,—

(1) May be granted leave under Civil leave rules as laid down in the Civil Service Regulations subject to the following conditions :—

(i) For purposes of reckoning the amount of furlough earned by an officer "active service" will include all active service in India, as defined in the Civil Service Regulations, whether passed in Military or in Civil employment. In no case will any service on the British Establishment count for furlough under Civil rules.

(ii) The furlough at the credit of an officer will be the amount earned (*viz.*, one-fourth of his active service as defined in the previous paragraph) less any leave with pay out of India actually taken. The furlough thus at the credit of an officer may be partly in respect of service passed in Military employment and partly in respect of service passed in Civil employment.

(iii) During furlough credited to an officer as above, the furlough pay will be equal to one-half the officer's "average salary" as defined in the Civil Service Regulations, subject to the following minimum rates :—

During furlough earned by service in Civil employment, £125 a quarter, or his last salary, whichever is less.

During furlough earned by service in Military employment, the rate to which the officer would have been entitled under the Indian Army leave rules at the time of taking the furlough had he been in Military instead of in Civil employment.

- (iv) That portion of the furlough at the credit of an officer which has been earned by service in Civil employment may be taken before the portion earned by service in Military employment.
- (v) An officer who reverts from Civil to Military employment forfeits the claim to enjoy, during any leave granted to him while in Military employment, the rate of furlough allowance ordinarily admissible during furlough earned in respect of service in Civil employment.
- (vi) In the event of an officer not returning to India on or before the expiration of any leave granted to him under Civil leave rules, by reason of his reversion to the Imperial Establishment, he will be required to refund the difference between the leave allowance drawn and the leave pay he would have received under the leave rules applicable to the British service in India;

or

- (2) May be granted leave under the rules applicable to British service in India should he prefer these rules to Civil leave rules.

NOTE 1.—In calculating the furlough due under Civil and Military rules to a non-continuous service Royal Engineer Officer in permanent Civil employ, the Civil Service Regulations should be observed.—[G. I., F. D., (Military Finance), 1832-G., dated 8th November 1910, received with C. G. No. 10-E., dated 16th December 1910. Pg. G. I.-3292.]

NOTE 2.—The provisions of Rule III shall not apply to an officer who under existing Regulations is entitled to leave under the Military Furlough Rules of 1868 and may desire to remain under these rules.

\* \* \* \* \*

#### VIII. The following will reckon as service for Indian pension :—

- (a) Service on the British Establishment not exceeding three years, provided that such service has been rendered before the completion of 15 years' total service.
- (b) All service in India which need not be continuous from the date of first arrival in India except service in India on exchange with a continuous service officer under regulations in force previous to the date of these rules.
- (c) Time spent on leave provided the officer is still borne on the Indian Establishment, except in the case of an officer under the furlough regulations of 1868 whose leave will reckon as service only to the extent provided for in those rules.
- (d) Time spent under the regulations in England under instruction at a school of Military Engineering, provided the officer is borne on the Indian Establishment.
- (e) Time spent on duty out of India provided the officer is borne on the Indian Establishment, and provided that, if in "foreign service" as defined in the Civil Service Regulations, contribution for pension is duly paid as laid down in those Regulations.
- (f) Time spent by a continuous service officer on exchange out of India under regulations in force previous to the date of these rules.
- (g) Time spent on unemployed service on the half-pay list after completion of five years' service in the rank of regimental Lieutenant-Colonel or on vacation of appointment in a higher rank, provided in either case that the officer at the date of being placed upon half-pay list was borne upon the Indian Establishment.

NOTE.—With reference to Rule VIII (g) of the conditions of service of Royal Engineer Officers in India, published in Military Department Notification No. 4 of 1904 (*vide Gazette of India*, Part I, dated 2nd January 1904, page 8), it is notified that the Secretary of State for India has decided that time passed by Royal Engineer Officers on half pay when on the British Establishment will not reckon in their total service for calculation of Indian pension.—(*"India Gazette"* of 27th May 1905, Part I, page 353. Military Department No. 452, dated 26th May 1905.)

"A non-continuous Indian Service Officer of Royal Engineers, who was eligible to take leave under the Note to Article 739 (b), India Army Regulations, Volume I, Part I, before the Royal Engineer Corps memorandum of 1st January 1904 was issued (*vide Gazette of India*, Part I, dated 2nd January 1904, page 8), shall not be debarred from taking leave under the article referred to."—(S. of S. Mily. Des. No. 25, dated 10th March 1905, received under G. I., R. and A. Dept., No. 734-74-1, dated 15th May 1905. Dy. G. I.-368, dated 19th May 1905.)

*Examples of the application of Rule III (a) (i) under which an officer of Royal Engineers in Military employment may be granted leave under India Army leave rules.*

Detail of service.		Service for Indian pension reckoned in Rule VIII.	Service counting for leave allowance under Rule III (a) (1) (i).	Year of service the commencement of which determines the leave allowance under India Army leave rules.	Leave allowance admissible. Rate per annum.
	Years.	Years.	Years.		£
CASE I.					
Home . . . . .	2½	8½	6	5th	250
India . . . . .	$\frac{6}{8½}$	...	...	...	...
CASE II.					
Home . . . . .	2½	15½	13	5th	250
India . . . . .	$\frac{13}{15½}$	...	...	...	...
CASE III.					
Home . . . . .	2½	19½	17½	15th	300
India . . . . .	$\frac{17½}{19½}$	...	...	...	...
CASE IV.					
Home . . . . .	2½	20½	20½	20th	450
India . . . . .	$\frac{18}{20½}$	...	...	...	...
CASE V.					
Home . . . . .	2½	...	...	...	...
India . . . . .	7	17½	14½	15th	300
		(7 + 7½ + 3)	(7 + 7½)		
Home . . . . .	4	...	...	...	...
India . . . . .	$\frac{7½}{21}$	...	...	...	...
CASE VI.					
Home . . . . .	2½	...	...	...	...
India . . . . .	7	20½	20½	20th	450
		(7 + 10½ + 3)			
Home . . . . .	4	...	...	...	...
India . . . . .	$\frac{10½}{23½}$	...	...	...	...
CASE VII.					
Home . . . . .	2½	...	...	...	...
India . . . . .	7	24½	24½	25th	600
		(7 + 14½ + 3)			
Home . . . . .	4	...	...	...	...
India . . . . .	$\frac{14½}{28}$	...	...	...	...

Detail of service.		Service for Indian pension reckoned in Rule VIII.	Service counting for leave allowance under Rule III (a) (1) (i).	Year of service the commencement of which determines the leave allowance under India Army leave rules.	Leave allowance admissible. Rate per annum.
	Years.	Years.	Years.		£
CASE VIII.					
Home . . . . .	2½	29½	29½	30th	700
India . . . . .	27	...	...	...	...
	29½				

Cases III and IV should be compared, also cases III and IV, example of the application of Rule III (b) (1) under which an officer of Royal Engineers in Civil employment may be granted leave under Civil leave rules.

SERVICE OF THE OFFICERS.	Years.
At home . . . . .	2½
In India, in Military employment . . . . .	3
In India, in Civil employment . . . . .	5½
TOTAL . . . . .	11

While in Military employment he has six months' leave under the British service leave rules.

His "average salary" for the last three years, say, ₹700 per month.

His "active service" [Rule III (b) (1) (i)] is :—

	Years.
In Military employment three years less six months or . . . . .	2½
In Civil employment . . . . .	5½
TOTAL . . . . .	8

His furlough earned [Rule III (b) (1) (ii)] is one-fourth of eight years or two years, of which six months has already been taken.

His furlough at credit, therefore, is two years less six months, 18 months, of which 1½ months (one-fourth of 2½ years, less six months) is on account of service in military employment, and 16½ months on account of service in Civil employment.

His leave allowance during the whole of the furlough at credit [under Rule III (b) (1) (iii)] is one-half of 700 rupees, that is, 350 rupees per month or 4,200 rupees per annum.

The rate of exchange at which this allowance is payable in England may vary from time to time. At the rate of 1s. 6d. per rupee at present in force, the allowance would be at the rate of 315l. per annum.

But during the 16½ months earned by service in Civil employment, the half-salary rate of 315l. per annum is subject as a minimum to the rate of 125l. per quarter, or 500l. per annum which is greater than the half-salary rate, and during these 16½ months the officer would accordingly draw allowances at the rate of 500l. per annum.

Also during the 1½ months earned by service in military employment the half-salary rate of 315l. per annum is subject as a minimum to the rate that would be admissible to the officer had he been granted leave under the India Army leave rules. The officer in this case having 8½ years' service counting for leave allowance under Rule III (a) (1) (i) would be entitled to a rate of 250l. per annum. This rate, however, being less than the half-salary rate, the officer would actually draw the latter rate or 315l. per annum during 1½ months in question.—(G. I., Military Department, No. 4, dated 1st January 1904, India Gazette, Part I, page 8, for 2nd January 1904.)



## APPENDIX B.

*Referred to in paragraph 690.*

### Army Order No. 64 of 1st February 1904.

*Furlough and leave.*—With the approval of the Right Hon'ble the Secretary of State for India, the Governor General in Council is pleased to sanction the following modifications in the rules governing the grant of furlough and leave to officers :—

- (i) All officers of the Indian Army and Indian Medical Service (except those under the Civil Service Regulations for purposes of leave) eligible for leave under the rules of 1868, 1875, or 1886, also Royal Artillery and Royal Engineer officers subject to the rules of 1868 or 1886, will, on each occasion on which they apply for leave in or out of India on private affairs, be given the option of availing themselves of eight months' leave only instead of the furlough admissible under the rules to which they are subject, provided that the leave is taken between the 15th February and 15th November, but an officer authorised to sanction combined leave may, in exceptional cases, permit it to commence not earlier than the 1st February or to end not later than the 1st December.
- (ii) An officer electing to take this restricted leave will be allowed to include in the eight months any privilege leave due to him, and draw full pay and allowances for the period so included, *provided* that in the event of his being granted an extension of leave *for any cause* involving absence from duty for more than eight months, the entire period will be converted into ordinary leave and his pay and allowance will be readjusted as directed in Article 664, Army Regulations, India, Volume I, Part I, of 1899 Edition. Overstayals of leave for short periods, however, will be governed by the rules in Article 698 *ibid.*
- (iii) An officer electing to take eight months' combined leave will also be allowed the option of receiving as an advance the full privilege leave allowances to which he may be entitled, or the advance of furlough pay admissible under Article 543 (b), Army Regulations, India, Volume I, Part I, of 1899 Edition.
- (iv) Combined leave will in every case reckon from date of being struck off duty to date of return to duty. The leave may be spent in or out of India.
- (v) An application for combined leave will be submitted on India Army Form M-328.
- (vi) Officers whose leave is regulated by Article 724, Army Regulations, India, Volume I, Part I, of 1899 Edition, will be entitled to combined privilege leave with the leave admissible under that article.
- (vii) The restriction in Rule (i) above as to the dates between which combined leave is to be taken will not apply to officers of the Indian Medical Service, the Military Works Services or the Military Accounts Departments who may be permitted to take the leave at any time of the year. The restriction may also be waived with the special sanction of the Commander-in-Chief or Government of India, respectively, in the case of officers serving under them.
- (viii) In native regiments two officers absent on combined leave will reckon as only one absent on a longer period.

It is also notified that in supersession of all previous orders on the subject, the Secretary of State has been pleased to sanction 90 instead of 60 days' privilege leave in the year being granted, under existing rules, to all officers serving in the Military Districts of Derajat, Assam, and Burma and in Zhob and Gilgit.

### Special interpretations on above.

- Clause (i)—“Eight months' leave only”—  
Subject to no minimum limit.
- Ditto. “Provided that the leave is taken between the 15th February and 15th November.”  
An officer taking such leave between 15th February and 15th November must rejoin by the latter date, unless the time limit is specially extended in any particular case under clause (vii) above.
- Clause (ii)—“Any privilege leave due to him”—  
Whether accumulated or ordinary.  
(*Vide G. I., M. D., No. 1399-A., dated 18th July 1904. Dy. No. G. I., 555.*)

**APPENDIX C.**

*Referred to in paragraph 698.*

**Regulations regarding the grant of study leave (1) to officers of the Geological Survey of India and the Indian Civil Veterinary Department, in supersession of the existing orders on the subject, and (2) to officers of Scientific and Technical Departments for which no rules have yet been drawn up to facilitate study or visits to works.**

The following rules which have been approved by His Majesty's Secretary of State for India relate to study leave only. They are not intended to meet the case of officers deputed to other countries at the instance of Government; either for the performance of special duties imposed upon them, or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Article 85, Civil Service Regulations, and it will be for the Government of India to decide on the recommendation of the Local Government or the Head of the Department, as the case may be, whether an officer shall be placed on deputation (with the approval of the Secretary of State) or granted study leave in accordance with the following rules. The rules do not apply to officers of the Indian Educational Department, the Indian Medical Service, the Public Works Department and the Indian Forest Service except in special cases, where the existing rules regarding the study of Forestry in Europe on furlough are not suitable for application.

*Rules.*

1. Extra furlough for the purpose of study leave may be granted to officers by Government of India on the recommendation of the Head of the Department or of the Local Government under whom the officer applying for leave is serving. The Government of India will require to be satisfied in each case that the knowledge sought to be acquired is of sufficient importance to warrant the grant of study leave. Such leave will not ordinarily be granted to officers of less than five years' service or to officers within three years of the date at which they have the option of retiring on pension.

NOTE.—Extra furlough, for the purpose of study may be granted by the Government of India on the recommendation of the Director to any graded officer of the Geological Survey who has completed more than three years' and less than 18 years' service.

2. The total period of study leave granted during an officer's service will not exceed 12 months in all.

3. Study leave will not be granted more than twice in an officer's service. This restriction, however, does not apply to an officer, who has part of his furlough converted into study leave under Rule 8.

4. The minimum period of leave granted solely as study leave will be six months. The time spent on the journey to and from India by an officer, whose study leave has not been combined with any other kind of leave, will reckon as study leave, but the lodging allowance, specified in Rule 9, will be granted during the period of study only.

5. Study leave can be combined with any other kind of leave, provided that period occupied in study is not less than two months, and that in case of leave on medical certificate the Medical Board at the India Office certifies that the officer is fit for study. The total period of absence from India will be united to two years unless an extension beyond that period is necessary on grounds of health and is otherwise admissible under the leave rules. Further, when study leave is combined with any other kind of leave, the total period of such combined leave must not, except in special cases, be less than six months.

6. An officer, whose study leave is continued with any other kind of leave, will be required to take his period of study leave at such a time as to retain at its conclusion a balance of other previously sanctioned leave sufficient to cover his return journey to India.

7. Except as provided in Rule 8, all applications for study leave shall be submitted, with the audit officer's certificate, to the Head of the Department, through the prescribed channel, and the course or courses of study contemplated and any examination a candidate proposes to undergo shall be clearly specified therein.

G. I., F. D.,  
Resn.  
5297-P.,  
27-8-10.  
Dy. G. I.-  
1263.

8. Officers on furlough or other leave who wish to have part of it converted into study leave should address the Under Secretary of State, India Office, and should attach (1) a statement showing how they propose to spend the study leave and (2) documentary evidence that their application for the particular course of study or examination proposed has the approval of the proper authorities in India. Similarly, officers on furlough or other leave who desire to have it extended for purposes of study should address the Under Secretary of State, but in addition to the above requirements they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

9. A lodging allowance at the rate of 6s. a day will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work. Special cases, in which, on account of exceptional circumstances, a higher rate of lodging allowance or the grant of travelling expenses in addition to lodging allowance is considered necessary, will be referred to Secretary of State for his orders.

10. On completion of study, the certificates of examinations passed or the certificates of special study, which must show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the Under Secretary of State, India Office. In the case of definite courses of study at a recognised institution, the lodging allowance will be payable at the India Office on claims submitted by the officer from time to time, supported by proper certificates of attendance. When the programme of study approved by the Government of India under Rule 7 above does not include or does not consist entirely of such a course of study, the officer shall submit to the India Office a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of applying such methods and operations to India. The Secretary of State will decide whether the diary and report show that the time of the officer has been properly employed and will determine accordingly for what period the lodging allowance referred to in Rule 9 above may be granted.

11. Study leave will count as service for promotion and pension, but except so far as it may be taken during privilege leave, not for furlough, or any other kind of leave. It will not affect any leave which may already be due to an officer; it will count as extra furlough and will not be taken into account in reckoning the aggregate amount of furlough taken by the officer towards the maximum period of six years admissible under Article 299, Civil Service Regulations.

12. An officer on privilege leave or combined leave may be permitted to commence a course of study before the end of his privilege leave and to count the period of privilege leave so spent as part of his study leave without forfeiting his privilege leave allowance during such period. With this exception an officer during study leave will draw furlough pay. If he is a Military Officer in Civil employ he will be entitled to draw furlough pay as follows :—

A. If the rate of pay admissible during furlough earned by service under Civil Rules is higher in his case than that admissible during furlough earned by service under Military Rules, then—

- (1) he draws pay at the former rate for such period of his study leave as has been earned by his service under Civil Rules, and
- (2) for the remainder, if any, he can elect either—
  - (a) to draw pay at the rate admissible during furlough earned by service under Military Rules, or
  - (b) to draw it at the rate admissible during furlough earned by service under Civil Rules, for a period not exceeding the amount of such furlough at his credit. In this case an equal period of the furlough at his credit earned by service under Civil Rules will be treated as if it had been earned by service under Military Rules.

B. If the rate of pay admissible during furlough earned by service under Military Rules is higher in his case than that admissible in respect of service under Civil Rules, then—

- (1) he draws pay at the former rate for such portion of the study leave as has been earned by his service under Military Rules, and
- (2) for the remainder, if any, he can elect either—
  - (a) to draw pay at the rate admissible during furlough earned by service under Civil Rules, or

- (b) to draw it at the rate admissible during furlough earned by service under Military Rules, for a period not exceeding the amount of such furlough at his credit. In this case an equivalent period of the furlough at his credit earned by service under Military Rules will be treated as if it had been earned by service under Civil Rules.

13. On an application for study leave being sanctioned the Government of India will inform the India Office of the particulars of the case and it will be necessary for the officer concerned to place himself in communication with the Secretary of State who will arrange any details and issue any letters of introduction that may be required.

(G. I., F. D., Reso. No. 5246-P., dated 18-10-1909. Dy. G. I. 2048. Rule 12 has been revised in accordance with G. I., F. D., Reso. No. 582-P., dated 8-2-1910. Dy. G. I.-3190.)



## APPENDIX D.

*Referred to in paragraphs 320 and 691.*

### Regulations regarding the grant of study leave to officers of the Indian Medical Service. (4th January 1911.)

The following revised rules *re* the grant of study leave to officers of the Indian Medical Service have been sanctioned by the Secretary of State:—

1. Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director General, Indian Medical Service.
2. The period of such study leave will be calculated in the case of an officer under Military Leave Rules at the rate of one month for each year of pension service, and in the case of an officer under Civil Leave Rules at the rate of one month for each year of active service, as defined in the Civil Service Regulations, up to a total in either case of 12 months in all during an officer's service.

**NOTE.**—The expression "one-twelfth" should be substituted for "one month for each year" which occurs twice in the above rule.

The effect of the change will be to make it clear that a proportion of study leave may be granted in respect of a fractional period of a year's service.—[Extract paragraph 23 of a *Military Despatch from the Secretary of State, No. 66, dated 9th (received 25th) June 1911, Army Department 1326-T A. D., dated 30th June 1911, F. D. 4477-C. S. R., dated 20th July 1911. Dy. G. I., 1641 also India Gazette dated 11-7-11, Part I, p. 641.*]

3. Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service. This restriction does not apply to an officer who has part of his furlough converted into study leave under Rule 8.

4. The minimum period of study which will render an officer eligible for study leave shall be two months.

5. The minimum period of leave granted solely as study leave shall be six months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave, will reckon as study leave, but the allowance specified in Rule 10 will be granted during the period of study only. An officer whose study leave is combined with any other kind of leave will, however, be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

When an officer has been granted a definite period of study leave and finds after arrival in England that his course of study will fall short of the sanctioned period to any considerable extent, his absence from India will be reduced by the excess period of study leave unless he produces the assent of the authorities in India to his taking it as ordinary furlough.

6. Study leave can be combined with any other kind of leave, provided the period occupied in study is not less than two months and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment, study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of India Army Order No. 64 of 1904, if the total period would thereby exceed eight months, but study leave may be so taken provided such leave is for not less than two months and the total period of combined privilege leave, furlough and study leave does not exceed eight months; this limitation to eight months does not, however, apply in the case of study leave combined with privilege leave alone. The total period of absence from duty in India, in the case of officers under the Leave Rules of 1886 for the Indian Army, will be strictly limited to two years.

7. Except as provided in Rule 8, all applications for study leave shall be submitted, with the audit officer's certificate, to the Director General, Indian Medical Service, through the prescribed channel, and the course or courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein.

8. Officers on furlough who wish to have part of their furlough converted into study leave should address the Under Secretary of State, India Office, and should furnish a statement showing how it is proposed to spend the study leave. Similarly officers on furlough or other leave who desire to have it extended for purposes of study should address the Under Secretary of State, but in addition to the statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

9. An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave, and to count the period so spent as part of his study leave, without forfeiting his privilege leave allowances during such period.

10. For the course of study, lodging allowance at the rate of 8s. a day for a field officer, 6s. for a Captain, and 4s. for a Lieutenant, will be granted on the production of the certificates required by Rule 12. It is to be understood that in order to qualify for the grant of study leave or for the receipt of lodging allowance, a definite course of study at a recognised institution, which will occupy the time of the officer for five or six days a week, must be pursued. This allowance will not be admissible to an officer who retires from the service without returning to duty in India after a period of study leave. Lodging allowance will be admissible up to 14 days for any period of vacation.

11. The rate of pay admissible during study leave to an officer under Civil Rules is determined as follows :—

A. If the rate of pay admissible during furlough earned by service under Civil Rules is higher in his case than that admissible during furlough earned by service under Military Rules, then—

- (1) he draws pay at the former rate for such period of his study leave as has been earned by his service under Civil Rules, and
- (2) for the remainder, if any, he can elect either—

(a) to draw pay at the rate admissible during furlough earned by service under Military Rules, or

(b) to draw it at the rate admissible during furlough earned by service under Civil Rules for a period not exceeding the amount of such furlough at his credit. In this case an equal period of the furlough at his credit earned by service under Civil Rules will be treated as if it had been earned by service under Military Rules.

B. If the rate of pay admissible during furlough earned by service under Military Rules is higher in his case than that admissible in respect of service under Civil Rules, then—

- (1) he draws pay at the former rate for such portion of his study leave as has been earned by his service under Military Rules, and—
- (2) for the remainder, if any, he can elect either—

(a) to draw pay at the rate admissible during furlough earned by service under Civil Rules, or

(b) to draw it at the rate admissible during furlough earned by service under Military Rules for a period not exceeding the amount of such furlough at his credit. In this case an equivalent period of the furlough at his credit earned by service under Military Rules will be treated as if it had been earned by service under Civil Rules.

12. On completion of a course of study a certificate on the proper form (which may be obtained from the India Office) together with any certificates of special study should be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of copies of the documents to the Director General, Indian Medical Service. Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study.

13. Study leave will count as service for promotion and pension, but, except so far as it may be taken during privilege leave (*see* Rule 9), it will not count for furlough or any other leave. It will not affect any leave which may already be due to an officer; and will not be taken into account in reckoning the aggregate amount of furlough taken by an officer towards the maximum period of six years admissible under Article 299 of the Civil Service Regulations.

(G. I., Army Dept., 602-I.—A. D., dated 4-1-1911; F. D. 494-C. S. R., dated 30-1-1911. Dy. No. G. I.-3741.)

### Regulations re the grant of study leave to officers of the Indian Medical Service. (13th December 1909.)

1. Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director General, Indian Medical Service.

2. The period of such study leave will be calculated in the case of an officer under Military Leave Rules at the rate of one month for each year of pension service, and in the case of an officer under Civil Leave Rules at the rate of one month for each year of active service, as defined in the Civil Service Regulations, up to a total in either case of 12 months in all during an officer's service.

3. Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service. This restriction does not apply to an officer who has part of his furlough converted into study leave under Rule 8.

4. The minimum period of study which will render an officer eligible for study leave shall be 2 months.

5. The minimum period of leave granted solely as study leave shall be 6 months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave will reckon as study leave, but the allowance specified in Rule 10 will be granted during the period of study only. An officer whose study leave is combined with any other kind of leave will, however, be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India.

5. Study leave can be combined with any other kind of leave, provided the period occupied in study is not less than 2 months, and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment, study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of India Army Order No. 64 of 1904, if the total period would thereby exceed 8 months, but study leave may be so taken provided such leave is for not less than 2 months and the total period of combined privilege leave, furlough and study leave does not exceed 8 months; this limitation to 8 months does not, however, apply in the case of study leave combined with privilege leave alone. The total period of absence from duty in India, in the case of officers under the Leave Rules of 1886 for the Indian Army, will be strictly limited to 2 years.

7. Except as provided in Rule 8, all applications for study leave shall be submitted, with the audit officer's certificate, to the Director General, Indian Medical Service, through the prescribed channel, and the course or courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein.

8. Officers on furlough, who wish to have part of their furlough converted into study leave, should address the Under Secretary of State, India Office, and should furnish a statement showing how it is proposed to spend the study leave. Similarly officers on furlough or other leave who desire to have it extended for purposes of study should address the Under Secretary of State, but in addition to the statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of their authorities concerned in India to their applying for an extension of leave.

9. An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave and to count the period so spent as part of his study leave without forfeiting his privilege leave allowances during such period.

10. For the course of study, lodging allowance at the rate of 8s. a day for a field officer, 6s. for a Captain, and 4s. for a Lieutenant will be granted. It is to be understood that in order to qualify for the grant of study leave or for the receipt of lodging allowance a definite course of study at a recognised institution, which will occupy the time of the officer for 5 or 6 days a week, must be pursued. This allowance will not be admissible to an officer who retires from the service without returning to duty in India after a period of study leave.

11. The rate of pay admissible during study leave to an officer under Civil Rules is determined as follows :—

A. If the rate of pay admissible during furlough earned by service under Civil Rules is higher in his case than that admissible, during furlough earned by service under Military Rules, then—

(1) he draws pay at the former rate for such period of his study leave as has been earned by his service under Civil Rules, and

(2) for the remainder, if any, he can elect either—

(a) to draw pay at the rate admissible during furlough earned by service under Military Rules, or

(b) to draw it at the rate admissible during furlough earned by service under Civil Rules, for a period not exceeding the amount of such furlough at his credit. In this case an equal period of the furlough at his credit earned by service under Civil Rules will be treated as if it had been earned by service under Military Rules.



B. If the rate of pay admissible during furlough earned by service under Military Rules is higher in his case than that admissible, in respect of service under Civil Rules, then—

- (1) he draws pay at the former rate for such portion of his study leave as has been earned by his service under Military Rules, and
- (2) for the remainder, if any, he can elect either—
  - (a) to draw pay at the rate admissible during furlough earned by service under Civil Rules, or
  - (b) to draw it at the rate admissible during furlough earned by service under Military Rules, for a period not exceeding the amount of such furlough at his credit. In this case an equivalent period of the furlough at his credit earned by service under Military Rules will be treated as if it had been earned by service under Civil Rules.

12. On completion of study, certificates of examinations passed, or the certificates of special study which must show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of copies of the documents to the Director General, Indian Medical Service. Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study.

13. Study leave will count as service for promotion and pension, but, except so far as it may be taken during privilege leave (see Rule 9), it will not count for furlough or any other leave. It will not affect any leave which may already be due to an officer; and will not be taken into account in reckoning the aggregate amount of furlough taken by an officer towards the maximum period of 6 years admissible under Article 299 of the Civil Service Regulations.

(G. I., Army Dept., No. 1880-D., dated 13-12-1909; G. I., F. D., 317-P., dated 19-1-1910. Dy. G. I.-2912.)

The above rules should have effect from the 7th November 1909, the date on which the despatch from the Secretary of State, regarding the revision of these rules, was received.

G. I., F. D.,  
2281-P.,  
6-5-10.  
Dy. G. I.-  
402.

### Regulations regarding the grant of study leave to officers of the Indian Medical Service. (6th March 1907.)

1. Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director General, Indian Medical Service.

2. The period of such study leave will be calculated at the rate of one month for each year of service, up to a total of twelve months in all, during an officer's service.

3. Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service.

4. The minimum period of study which will render an officer eligible for study leave shall be two months.

5. The minimum period of leave granted solely as study leave shall be six months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave will reckon as study leave, but the allowance specified in Rule 10 will be granted during the period of study only. An officer whose study leave is combined with any other kind of leave will be required to take this period of study leave at such a time as to retain at its conclusion a balance of other previously sanctioned leave sufficient to cover his return journey to India.

6. Study leave can be combined with any other kind of leave, provided the period occupied in study is not less than two months, and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. In the case, however, of officers in military employment study leave cannot be taken in continuation of the combined privilege leave and furlough admissible under the terms of India Army Order No. 64 of 1904, if the total period would thereby exceed eight months, but study leave may be so taken provided such leave is for not less than two months and the total period of combined privilege leave, furlough and study leave does not exceed eight months; this limitation to eight months does not, however, apply in the case of study leave combined with privilege leave alone. The total period of absence from India in the case of officers under the Leave Rules of 1886 for the Indian Army will be strictly limited to two years.

Note.—The limitation to two years of the total period of study leave combined with other leave out of India imposed on officers of the Indian Medical Service, does not apply to the case of an officer of the Indian Medical Service subject to the Civil Leave Rules.—(G. I., F. D., No. 4242-P., dated 8th July 1907. Dy. G. I.-1093.)

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Supply,  
651-G.,  
29-1-08.  
F. D.  
7711-P.,  
10-2-08.  
Dy. G. I.-  
3110.



7. Except as provided for in Rule 8, all applications for study leave shall be submitted, with the audit officer's certificate, to the Director General, Indian Medical Service, through the prescribed channel, and the courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein.

8. Officers on furlough who wish to have part of their furlough converted into study leave should address the Under Secretary of State, India Office, and should furnish a statement showing how it is proposed to spend the study leave.

9. An officer who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave, and to count the period so spent as part of his study leave without forfeiting his privilege leave allowances during such period.

10. During the course of study lodging allowance at the rate of 8s. a day for a field officer, 6s. for a Captain and 4s. for a Lieutenant will be granted. It is to be understood that in order to qualify for the grant of study leave or for the receipt of lodging allowance, a definite course of study at a recognised institution which will occupy the time of the officer for five or six days a week must be pursued. This allowance will not be admissible to an officer who retires from the service without returning to duty in India after a period of study leave.

11. An officer in civil employ will be entitled to draw furlough pay at civil rates for a portion of his study leave equal to  $\frac{1}{2}$  of his service under civil rules, and for the remainder either (i) at the Military rate, or (ii) if furlough is due to him under civil rules, at the rate admissible under those rules; in the latter case a corresponding portion of the ordinary furlough earned under civil rules which is at his credit will be treated as if it had been earned under Military rules.

12. On completion of study the certificates of examinations passed or the certificates of special study, which must show the dates of commencement and termination of the course, with any remarks by the Instructor, shall be forwarded to the Under Secretary of State, India Office, who will arrange for the transmission of the documents to the Director General, Indian Medical Service. Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study.

13. Study leave will count as service for promotion and pension; but except so far as it may be taken during privilege leave (see Rule 9), it will not count for furlough or any other leave. It will not affect any leave which may already be due to an officer and will not be taken into account in reckoning the aggregate amount of furlough taken by an officer towards the maximum period of six years admissible under Article 299 of the Civil Service Regulations.—(*Dept. of Mily. S. 1525-G., 6-3-07; F. D. 2094-P., 9-4-07, Dy. No. G. I.-72, 12-4-07; also "India Gazette," 16-3-07; Mily. S. 16, 15-3-07; Part I, p. 228.*)

### Conditions of the grant of study leave to candidates undergoing a course of training in England for the Indian Assay Department.

Officers of the Indian Medical Service undergoing a course of training in England for the Indian Assay Department should be allowed study leave for the whole period of the course, irrespective of their length of service, but the term "study leave" should not be extended to officers of the Indian Army or to the Royal Engineers. Army Regulations, India, Volume I, Article 180A, provides for the grant of lodging allowance in addition to furlough pay to officers undergoing voluntary courses of instructions in England, and it appears that officers of the Indian Army or Royal Engineers who are recommended by the Government of India to undergo in England the course of training at the Imperial College of Science and Technology (formerly the Royal College of Science) might be allowed the benefit of the article in question. The grant of the lodging allowance would be dependent on the production of satisfactory certificates at the conclusion of the course as is the case with Indian Medical Service officers on study leave. As the course of study would commonly be taken with ordinary leave it would not carry any claim to passage at Government expense, either from or to India. In the case of officers under the Civil Service Rules the time spent in study should not be regarded as extra leave or furlough.—(*S. S. No. 136-Military, dated 16th October 1908, C. G. No. 2061, dated 5th December 1908. Dy. No. C. O. 332.*)

## APPENDIX E.

**Rules for the examinations in Vernacular Languages of officers of the Indian Agricultural Service.**

I. Every officer of the Indian Agricultural Service is required to pass an examination in a selected vernacular language within 2 years of the date of his arrival in India or of his first appointment to the service, whichever is later; but the Local Government may, for special reasons, extend the period for passing in any particular case. Failure to pass within the prescribed period will, in the absence of such special orders as the Local Government may issue to the contrary, entail loss of appointment or stoppage of increments of pay.

II. The compulsory vernacular will, for officers serving under the Government of India, be Hindustani, and for officers serving under Local Governments, be such language as the Local Government may prescribe in each case. The examination will be conducted by such officer or officers as the Local Government may appoint for the purpose.

III. The examination will include the following subjects :—

- (1) Transliteration and translation of a printed passage selected from a newspaper, suitable official report or the like.
- (2) Translation into the vernacular of an English passage similarly selected.
- (3) Dictation into the vernacular of a simple passage in English.
- (4) Conversation in the vernacular.

NOTES.—(a) The passages selected should be of a general character or should specially deal with agricultural matters, and not with specialized revenue or magisterial reports.

(b) The conversation test should show that the candidate is able to converse freely and at first hand both with the educated classes and with the village cultivators, but should not include technical expressions concerned with subject other than Agriculture.

(c) It is left to Local Governments to issue instructions as to the conduct of the examination and the proportion of marks required to qualify for passing, but at least half the total marks of the examinations should be allotted for the conversation test.

IV. When an officer, who has not yet passed in his compulsory vernacular, is required, by reason of transfer or for any other cause, to pass in a different compulsory language, the limit of time laid down in Rule I shall run from the date of the order requiring him to pass in a new language.

V. No officer is required to pass in more than one vernacular, but every officer is expected, in order to increase his usefulness, to make himself familiar with the vernacular of the province in which he happens to be serving. No reward will be given for passing in a first compulsory language, but for passing in any other vernacular language a knowledge of which is, in the opinion of the Local Government, likely to add to his efficiency in the performance of his duties, an officer will receive a reward of Rs250 for the Lower Standard and of Rs. 500 for the Higher Standard, the examination in such cases being the same as that prescribed for members of the Indian Civil Service.

VI. In the case of officers of the Imperial Agricultural Department, the Government of India will exercise the powers of a Local Government under these rules.

VII. These rules will apply to officers now in the service, subject to the conditions of their respective agreements, and to such orders as they may have already received from their respective Local Governments.

(S. S. Des. No. 100-Rev., dated 28th June 1907, received on 15th July 1907; F. D. No. 5098-Ex., dated 15th August 1907. Dy. No. G. I.-1402.)

## APPENDIX F.

## Aden Hinterland Leave.

The Government of India have sanctioned the grant of 90 days' special privilege leave to the officers and subordinates subject to *military rules*, who are entitled to privilege leave and who have been unable to avail themselves of such leave during the last 12 months. The special leave cannot be taken in conjunction with ordinary privilege leave or leave on medical certificate, but it may be combined with leave on private affairs as laid down in India Army Order No. 64 of 1904. The special leave is granted in lieu of ordinary privilege leave, and any privilege leave due when special leave is taken is concerned.

F. & C. 6296-  
P., 4-10-04.  
Dy. G. I.-  
1293.

The Government of India have also sanctioned one month's special extra privilege leave to the officers and subordinates subject to *civil rules* and the menials (*i.e.*, followers) attached to the survey party, who have served continuously for over six months with the Commission. The special leave may be taken by itself or in combination with leave already earned, provided that not more than three months' privilege leave can be taken at a time, *i.e.*, any one having three months' privilege leave at his credit may not take four.

In the case of both military and civil officers, the special leave, whether by itself or in continuation with other leave, must be taken *before the 31st December 1905*. In respects other than those above specified the leave will be wholly subject to the rules regarding privilege leave. It will only be granted to those who have been employed with the Commission or in the various operations in the Aden Hinterland connected with the protection of the Commission and who are considered to have deserved the indulgence.

The above orders do not apply to Mr. Bury, Extra Assistant Resident at Aden.

## Tibet Mission Leave.

G. I., F. & C.,  
16-P.,  
5-1-05.  
Dy. G. I.-  
2004, 9-1-  
05.

The Government of India have sanctioned the grant of special privilege leave for a period not exceeding one month to any officer in the Civil Department who was employed with the Tibet Mission Escort and who has thereby been debarred from taking privilege leave since 1st January 1904. The grant is subject to the following conditions :-

- (1) The special leave may be taken by itself or in combination with privilege leave already earned under the rules, provided that not more than three months' privilege leave can be taken at a time (*i.e.*, an officer having three months' leave already at his credit may not take four).
- (2) The extra month's leave, either by itself or in combination with other privilege leave, must be taken before 31st December 1905.
- (3) In other respects the leave shall be wholly subject to the rules regarding privilege leave.
- (4) The leave should only be granted to those officers who are considered to have deserved the indulgence.

G. I., For.  
Dept., 807-  
E. B., 24-2-  
05. Fin. endt.  
3031-P.,  
30-5-05.  
Dy. G. I.-  
507.

The scope of the above orders has been extended so as to include Civil officers employed with the Mission as well as with the Mission escort.

Tibetan leave was admissible to all officers subject to military rules who were employed in connection with the Tibet Mission Escort and who were unable to take privilege leave since 1st January 1904. It could not be taken after 31st December 1905 and could not be taken in conjunction with ordinary or accumulated privilege leave or leave on medical certificate. (*Pay Exr., Calcutta, No. F. and P. 11537, dated 11th September 1907. Dy. G. A. No. 1279.*)

## Aden Boundary Commission Leave.

S. S. Des.  
115-Pol.,  
9-12-04  
G. I., F. &  
C. Dept.,  
endt. 109-P.,  
7-1-05.  
Dy. G. I.-  
2002, 9-1-05.

The Secretary of State has sanctioned the grant of one month's special privilege leave to the civil officers or subordinates, subject to the civil leave rules, and the menials, *i.e.*, followers attached to the survey party who have served continuously for over six months with the Aden Boundary Commission, subject to the conditions laid down in "Tibet Mission Leave" above.

### Special privilege leave to officers who served with the China Expeditionary Force.

G. I. Fin.  
2021-P.,  
4-6-01.  
Dy. 405.

Special privilege leave for one month may be granted to any officer in the Civil Department who served with the China Expeditionary Force, subject to the following conditions :—

- (1) The special privilege leave may be taken by itself or in combination with privilege leave already earned under the rules, provided that not more than three months' privilege leave can be taken at a time (*i.e.*, an officer having three months' leave already at his credit may not take four).
- (2) The extra month's leave, either by itself or in combination with other privilege leave, must be taken within one year from the date at which the China Expeditionary Force is broken up, or from the return to India of the individual officer concerned, whichever happens first.
- (3) In other respects the leave shall be wholly subject to the rules regarding privilege leave.
- (4) The leave should only be granted to those officers whom the Local Government or Administration would consider to have deserved the indulgence.

### Concessions to officers and subordinates of the Civil and Military Departments employed with the Seistan Mission.

With the approval of His Majesty's Secretary of State for India, the Government of India have been pleased to sanction the grant of the following concessions, on the conditions specified, to the officers and subordinates of the Civil and Military Departments who were employed with the Seistan Mission :—

- (1) The grant of special privilege leave for a period not exceeding one month.
- (2) This special leave may be taken by itself, or in combination with privilege leave already earned under the rules, provided that not more than 3 months' ordinary and special privilege leave can be taken at one time, *e.g.*, an officer having three months' leave already at his credit may not take four.
- (3) If an officer is entitled to more than 3 months' ordinary *plus* special privilege leave, he will, on return from privilege leave or combined leave, retain the balance to his credit and will be entitled to avail himself of it when leave is again ordinarily due to him.
- (4) The extra leave conceded will in any case lapse unless utilised within 3 years from 1st July 1905.
- (5) In other respects the extra leave now notified will be wholly subject to the rules regarding privilege leave.
- (6) The leave should only be granted to those officers who are considered to have deserved the concession.
- (7) Subordinates of Civil Departments will be granted free passages by rail to and from their homes, in addition to special privilege leave.
- (8) The native military ranks, including Hospital Assistants and enrolled followers, will receive six months' furlough with free passages by rail to and from their homes.
- (9) Silladar cavalry soldiers will receive free passages by rail to and from their homes for their horses and syces.

(G. I., F. D., Resolution No. 4526-P., dated 11th August 1905. Dy. No. G. I.-1148.)

The period within which the above leave may be enjoyed has been extended to 1st January 1910.

(S. S. 89-Finl., dated 10th July 1908, F. D. 4520-P., dated 1st August 1908. Dy. G. I.-1148, also C. G. No. 1682, dated 15th August 1908. Dy. C. O.-229.)



### Special privilege leave to officers of the Civil Department who served with the Mohmand Field Force.

The Government of India have been pleased to sanction the grant of special privilege leave for a period not exceeding one month to any officer in the Civil Department who was employed with the Mohmand Field Force, and served north of the Shahalun branch of the Kabul river between the 24th April and 31st May 1908, both days inclusive. The grant is subject to the following conditions:—

- (1) The special leave may be taken by itself or in combination with privilege leave already earned under the rules, provided that not more than three months' ordinary and special privilege leave can be taken at one time, *e.g.*, an officer having three months' leave already at his credit may not take four.
- (2) The extra month's leave, either by itself or in combination with other privilege leave, must be taken before the 31st December 1909.
- (3) In other respects the leave shall be wholly subject to the rules regarding privilege leave.
- (4) The leave should only be granted to those officers who are considered to have deserved the indulgence.

(*G. I., F. D., Resolution No. 4226-P., dated 21st July 1908, Dy. No. G. I.-1051, and S. S. No. 106-Poll., dated 25th September 1908. F. D. 5914-P., dated 24th October 1908 Dy. G. I.-1852.*)

**APPENDIX G.**

*Referred to in paragraph 1062.*

**(Appendix 23.—Article 1058, C. S. R.)**

**List of officers and establishments exempted from the operation of Article 1056 on the understanding that they maintain Camp Equipage.**

- (a) Officers in Sind and Baluchistan and their establishments [subject to the necessity for the production of certificates similar to that mentioned in Article 1059 (b)].
- (b) Political Officers in Turkish Arabia and the Persian Gulf and their establishments.
- (d) Officers of the Forest Department and their establishments.
- (e) Officers of the Public Works Department employed on Surveys.
- (f) A Police or any other officer attending a fair, durbar, or agricultural exhibition, when the Magistrate of the district certifies that his presence was necessary.

**(Appendix 24.—Referred to in Article 1058, C. S. R.)**

**List of officers and establishments exempted wholly from the operation of Article 1056**

1. Menial servants in all Departments.

*General Administration—*

8. The Secretariat staff and establishment of the Government of the United Provinces when halting with the Government at Lucknow; and the Burma Secretariat staff and establishment when halting with the Lieutenant-Governor at Mandalay, and the Public Works Department Secretariat staff and establishment of the Rajputana and Central India Agencies when halting at Indore.

9. Officer in charge of the Records of the Government of India.

10. Deputy Auditors General, Inspector of Press Accounts,\* Deputy Accountant General, Public Works Department, and their establishments.

13. Clerks and Potdars travelling in charge of remittances, provided that the Accountant General or the Commissioner or Deputy Commissioner of Paper Currency of the province in which the receiving treasury or currency office is situated certifies that the detention for more than ten days was unavoidable.

*Scientific and other Minor Departments—*

26. Chief Inspector of Explosives.

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\* G. I., F. D., No. 1699-C. S. R., dated 16th March 1911. Dy. No. G. I.-4405.

## APPENDIX H.

Referred to in paragraph 1181.

## (Appendix 29.—Article 1140, C. S. R.)

## List of special daily and mileage allowance rates in special localities.

I. In the localities mentioned below, daily allowances are, subject to the provisos in Article 1139, increased in the proportion stated. The rate of allowance of an officer who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey :—

No.	Names of Tracts.	Increase.
1	Kashmir, Ladak, Tibet, Nepal, Bhutan, Sikkim, Simla (including Simla Hill States and the Hill country of the Patiala State), and Darjeeling (confined to officers stationed in the two latter districts); Periyar, <i>i.e.</i> , west of Kuravanath; Burma—for journeys (a) in the Myitkyina and Upper Chindwin districts, the area under the control of the Superintendent of the Chin Hills tracts and the Pasok township (in the Myitkyina district special rates are not admissible for boat journeys unless they are upstream, or on the Indawgyi lake), (b) by land in the Bhamo and Ruby Mines districts, in the Bannauk township and Kachin Hill tracts of the Katha district, the Shan State of Moneik administered by the Deputy Commissioner of the Ruby Mines District, and in the Shan States administered by the Superintendent of those States.	Double.
2	Coorg . . . . .	Two-thirds as much again, or 66 $\frac{2}{3}$ per cent.
3	Kasauli sub-division of the Umballa district (confined to officers *stationed therein); Agency Tracts of Northern Circars, including the portions of His Highness the Nizam's territories lying between (a) Yellandu and Burugampadu and (b) Puchikapadu and Rudramkota (but see also Rule I under Madras); Kollegal taluk; that portion of the Satyamangalam taluk which lies above the Ghats, and the Anamalai hills in the Coimbatore district; Wynaad taluk; and the Attapadi valley in the Walavanad taluk of the Malabar district (but see Rule II under Madras); and S. E. Wynaad; Nilgiris; Upper and Lower Purnley Hills; Assam (including the North and South Lushai Hills); Chittagong Hill Tracts; Sonthal Paraganas; Baluchistan; places beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail Khan and Dera Ghazi Khan districts, except the portion of the road from Peshawar to Kohat which lies in tribal territory; Mekran Coast, west of the River Hubb; Travancore States—mountainous portions of the Thodupuxha, Shencotta, Meenachil, Changanacherry, Chengannur, Pathanapuram, Kaottoracara, Neduvengad, Vilavangode, Neryatinkarai, Kalculam, Thovala, Allangad, and Kunathavad taluks; Cochin State—the Nelliampathi and Kodashery hills, and the portion of the Anamalai hills in the State. For journeys by boat only in the districts of the Chittagong and Dacca divisions and the districts of Pabna, Khulna, Jessore, and 24-Parganas in Bengal; Burma generally.	Half as much again, or 50 per cent.
4	Melghat in Berar . . . . .	One-quarter as much again, or 25 per cent.

\* Officers and establishments having their head-quarters in the Cantonment of Kasauli or at Kalka are also allowed this concession on journeys in the Simla district (including Simla Hill States and the Hill country of the Patiala State) and the town, station and suburbs of Kalka.—(G. I., H. D., 449, dated 20th April 1907, copy received with F. D. 8960-E. B., dated 17th November 1911. Dy. No. G. I.-2921 (6953), G. A. bundle No. 357 of 1911-12.)

II. In the localities mentioned below mileage allowances are, subject to the provisos in Article 1139, increased in the proportion stated :—

No.	Names of Tracts.	Increase.
1	Kashmir; Ladak; Nepal; Sikkim; Tibet; Bhutan; Periyar, <i>i.e.</i> , West of Kuravanath; Burma—for journeys mentioned in Rule 1.	Double.
2	Coorg . . . . .	Two-thirds as much again, or 66 $\frac{2}{3}$ per cent.
3	Burma generally; Baluchistan; places beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail and Dera Ghazi Khan districts, except the portion of the road from Peshawar to Kohat which lies in tribal territory; Chittagong Hill Tracts, portions of the Travancore and Cochin States mentioned in Rules 1, 3, the special tracts of Ganjam, Vizagapatam, Godavari, the Nilgiri Hills and Wynaad.	Half as much again, or 50 per cent.

NOTE 1.—In Sind, mileage is allowed under the ordinary rules to an officer only for journeys on transfer, or by special conveyance, or at times when the officer is not maintaining permanent carriage. When an officer, who maintains permanent carriage, travels partly by road and partly by rail on the same day, he may draw, in addition to the allowance admissible for the journey by rail, actual expenses for the journey by road, within the limit of the daily allowance.

NOTE 2.—In Baluchistan, mileage may be drawn by a ministerial officer, irrespective of the expense incurred for a journey made by him on any particular day.

III. The following rules regulate the allowances of particular officers in special tracts :—

#### 1. BENGAL AND ASSAM.

(i) The Deputy Commissioner of Darjeeling draws a daily allowance of ₹15 while travelling in Independent Sikkim; the Political Officer, Sikkim, draws a daily allowance of ₹15 for journeys in Independent Sikkim, Tibet and Bhutan, and ₹10 while halted at Darjeeling.

The Government of India sanction the grant of daily allowance at double the ordinary rates to officers and subordinates serving in Sikkim and Tibet for journeys and halts in the Darjeeling district. They also sanction the grant of mileage at double the ordinary rates to officers and subordinates for journeys in Sikkim, Tibet and Bhutan.—(*G. I., For. D., 1958-E. C., 1-6-07. Dy. G. I.-867.*)

(ii) Officers of the second and of the third class, when travelling over the under-mentioned hill routes in Assam, are allowed, for journeys on transfer, actual travelling expenses as defined in Article 13, the former up to a limit of ₹1 and the latter up to a limit of annas 12 per mile. In cases which fall under Article 1098, the maximum admissible under clause (1) of that Article is double the above mileage rate, that is ₹2 and ₹1 per mile, respectively—

- (a) Gauhati to Shillong.
- (b) Golaghat to Kohima.
- (c) Kohima to Manipur.
- (d) Manipur to Silchar.
- (e) Shillong to Terriaghat.
- (f) Silchar to Aijal.

#### HILL TIPPERAH.

The Government of India sanction the grant of travelling allowance on the scale applicable to Assam to those members of the Survey of India who may be employed in the State of Hill Tipperah.—(*G. I., R. & A. Dept., 1628-146-2, 11-12-08. F. D. 7095-F. O. & A., 15-12-08. Dy. G. I.-2321.*)

#### TRADE AGENT AT GARTOK.

The British Trade Agent at Gartok is authorised to draw travelling allowance as a second class officer under the Civil Service Regulations at the special rate allowed for Tibet, with effect from 23rd March 1907.—(*For. Dept. 1065-E. C., 23-3-07. F. D. 2099, 8-4-07. Dy. G. I.-67.*)



## 1A. NEPAL.

(i) The Residency Surgeon in Nepal, when accompanying the Resident on duty into British territory temporarily in the course of a tour in Nepal, should be granted daily and mileage allowances at double the ordinary rates throughout the tour.—(*G. I., F. D., No. 3717-C. S. R., dated 20th June 1911. Dy. No. G. I.-1182.*)

## 3. UNITED PROVINCES.

(i) Forest officers of all grades stationed in the hill districts of the United Provinces draw a daily allowance of 50 per cent. over the ordinary rates, subject to a maximum in the case of any officer of ₹7-8 a day. A certificate to the effect that the tour has been in the hills is required in every case in which the higher rate is drawn.

## 4. PUNJAB AND THE NORTH-WEST FRONTIER PROVINCE.

(i) Forest officers of all grades stationed in the hill tracts noted below draw, when travelling in the hill tracts, a daily allowance of 50 per cent. over the ordinary rates, subject to a maximum in the case of any officer of ₹7-8 a day :—

Hazara District; Murree and Kahuta Tahsils of the Rawalpindi District;  
Chamba State; Kangra District, including the Kulu Sub-division;  
Mandi State; Pathankot in the Gurdaspur District.

Nahan State is added to the Simla Hill States which carry a special allowance.—(*F. D. 1518-P., 13-3-08. Dy. G. I.-3475.*)

## 5. MADRAS.

(i) An officer of the third or fourth class travelling in the Malabar or South Kanara district draws increased daily allowances, as below :—

- (a) In the Wynaad—three times the ordinary allowances, subject to a maximum of ₹1-8.
- (b) While absent from the mainland on visits to the Laccadives—four times the ordinary allowances, subject to a maximum of ₹2.
- (c) Elsewhere—twice the ordinary allowances, subject to a maximum of ₹1.

## 9. BALUCHISTAN.

(i) Daily allowance at the following rates is drawn by ministerial officers in the Duki Sub-division and in the Zhob and Chagah charges whose pay does not exceed ₹100 a month :—

	₹
(1) if pay is not less than ₹50 . . . . .	1½
(2) if pay is less than ₹50 . . . . .	1¼

(ii) Ministerial officers in Sind, when travelling in Baluchistan, may draw travelling allowance at the special rates sanctioned for Sind in all cases in which the latter are in excess of the rates ordinarily admissible for Baluchistan, provided the camp equipage in Sind is maintained throughout the journeys in Baluchistan.

*Travelling allowance for journeys performed beyond the frontier of Baluchistan.*

Travelling allowance at the rates prescribed for Baluchistan in Sections I (3) and II (3) of Appendix 29, Civil Service Regulations, is admissible to officers for journeys performed beyond the frontier of Baluchistan in the direction of Persia.—(*F. & C. Dept. 6687-T. A., 2-11-03. Dy. G. I.-1499.*)

## 13. PERSIA AND PERSIAN GULF.

(i) An officer of the second, third or fourth class in the Persian Gulf Telegraph Division, or of the second or third class in the Persian Gulf Political Residency, the Kerman and Mohammerah Consulates, is entitled to a daily allowance one-third greater

than the ordinary rate. An officer of the fourth class in the Persian Gulf Political Residency is entitled to a daily allowance of one kran, irrespective of variations in exchange, except that it should not exceed five annas a day.

(ia) The Native Agents of the Persian Gulf Residency at Lingah and on the Arab Coast draw actual boat hire for journeys on tour within their jurisdiction, in addition to half daily allowance for the entire period of the journey.—(*G. I., For. Dept., 2429-Est. A., 20-7-09; F. D. 3741-F. O. & A., 23-7-09. Dy. G. I.-1161. T. A. Bundle 815 of 1909-10.*)

(ii) The Director, Persian Gulf Telegraph Division, may exercise the power referred to in Article 1059 in regard to officers of the Indo-European Telegraph Department on the Mekran Coast, the period of halt at head-quarters being twenty-one days as in Sind and Rajputana.

(iii) (a) The following members of the establishment of the Bagdad Residency draw daily allowances at rates noted below, instead of the allowances admissible under Article 1052 :—

Vernacular clerks and Jamadar—12 annas.

Cavasses—6 annas.

(a-i) The Native Agents of the Persian Gulf Residency at Lingah and on the Arab Coast draw actual boat hire for journeys on tour within their jurisdiction, in addition to half daily allowance for the entire period of the journey.—(*G. I., For. Dept., 2429-Est. A., 20-7-09; F. D. 3741-F. O. & A., 23-7-09. Dy. G. I.-1161. Bundle T. A.-815 of 1909-10.*)

(b) The grooms attached to the establishment draw a daily allowance of four annas each when accompanying the Resident on tour.

The Head Quass\* attached to the Political Resident's office is permitted to draw daily allowance at the rate of twelve annas per diem prescribed for the Jamadar.—(*For. Dept. 487-E. B., 9-2-07. F. D. 961-P., 14-2-07. Dy. G. I.-2924.*)

It has been decided that inferior servants attached to the Political Residencies and Agencies in Persia and the Persian Gulf shall, in future, be allowed to draw full daily allowance, i.e., one kran, in lieu of half daily allowance, when travelling, in addition to free transport.—(*For. Dept. 2424-E. A., 3-7-07. F. D. 4388-P., 12-7-07. Dy. G. I.-1123.*)

(iv) Subject to Rule 1 (b) under Article 999, officers of the Political Residency, Persian Gulf, are entitled, when travelling by road, to be provided with mules not exceeding the number in the following scale :—

	With tents.	Without tents.
Resident . . . . .	36	30
Political Assistant, including Medical Officers—		
(i) When accompanying Resident . . . . .	10	6
(ii) When travelling independently . . . . .	16	10
Other Assistants—		
(i) When accompanying Resident . . . . .	7	4
(ii) When travelling independently . . . . .	9	6
Clerks, Native Agents, Munshis and others . . . . .	4	3
		Including one riding animal.
Inferior servants . . . . .	1	1
Sowars, for every two . . . . .	1	1

NOTE.—The officer and establishment of the Kerman and Mohammerah† Consulates are entitled, when travelling by road, to be provided with transport animals on the same scale as those of the Persian Gulf Residency.

(v) Subject to Rule 1 (b) under Article 999, the Agent to the Governor General of India and His Britannic Majesty's Consul General for Khorassan and Seistan, and his

\* T. O. Bagdad's reply No. A. B. 117, dated 9th March 1912, to T. B. Objection Statement for December 1911.

† Vide Forein t U. O. No. P. D.-1198, dated 17th November 1910.

establishment, are entitled, when travelling by road, to be provided with mules according to the following scale :—

	With tents.	Without tents.
The Governor General's Agent . . . . .	36	25
Political Assistant, including Medical Officers—		
(i) When accompanying the Governor General's Agent . . . . .	8	6
(ii) When travelling independently . . . . .	12	8
Other Assistants—		
(i) When accompanying the Governor-General's Agent . . . . .	6	4
(ii) When travelling independently . . . . .	8	6
Translators, Clerks, Munshis, Native Agents, and others . . . . .	4	3
Hospital . . . . .	6	4
Inferior servants . . . . .	1	1
Sowars for every two . . . . .	1	1
For the Agency Office . . . . .	10	4

These rates should not be taken into account in calculating the maximum rates admissible for journeys by road under Article 1098 (b).

His Britannic Majesty's Consul for Seistan and Kain is granted an allowance of six mules for his office and a quarter of a mule for each of the levies accompanying him on tour.—(*F. D. 3957-F., 25-11-05. F. D. endt. 6680-P., 2-12-05. Dy. G. I.-2108.*)

The Vice-Consul, Seistan and Kain, and his establishment draw travelling allowance at the rates and under the rules which are from time to time in force in Baluchistan.—(*G. I., For. D., 2674-F., 9-11-1900. F. D. 5955-Ex., 30-11-1900. Dy. G. I.-1331.*)

The rates at which halting allowances should be drawn by the officers and establishment of the Meshed Agency should be the same as those fixed for Bushire.—(*For. Dept. 2065-F., 9-7-07. F. D. 4442-P., 18-7-07. Dy. G. I.-1184.*)

The establishment of the Bunder Abbas Vice-Consulate is placed on the same footing as that of the Persian Gulf Residency and the Kerman Consulate, both as regards daily allowance and the supply of transport animals.—(*G. I. Fin. 7351-P., 24-11-04. Dy. G. I.-1167.*)

His Britannic Majesty's Vice-Consul at Bunder Abbas is allowed to draw daily allowance at double the ordinary rate. He is entitled, when travelling by road, to be provided with mules according to the following scale :—

	With tents.	Without tents.
Vice-Consul at Bunder Abbas . . . . .	16	10

When free transport is provided they are entitled to half the double rate of daily allowance, i.e., Rs5.—(*G. I., F. & C., 5323-P., 20-8-04. Dy. G. I.-1007. F. & C. 5322-P., 20-8-04. Dy. G. I.-1008.*)

## APPENDIX I.

## Rules regulating the travelling allowance of military officers.

	BY RAIL. (c) (i)				BY ROAD.	FAMILY SCALE.	
	PERMANENT TRANSFER WITH- IN INDIAN LIMITS OR TO OR FROM A NATIVE UNIT IN THE COLONIES.		TEMPORARY OR INSPECTION DUTY AND WHEN MOVING TO OR FROM A SEAPORT.		Rate per mile. (b) (d)	BY RAIL.	BY ROAD PER MILE. (a) (b)
	Contract Rail- ways.	Other Rail- ways. (i)	Contract Rail- ways.	Other Rail- ways. (j)			
Fiel officers .	2½	3	1½	2	annas.  8	Wife—1 fare.	
Captains, Sub- alterns and Indian A.-D.-C.	1½	2½	1¼	1¾		Each child over 12 years—1 fare.	
Lady Nurses, Chief Mechanical Engineers or any other first class civilians .	2	2	1½	1½		Each child between 3 to 12 years —½ fare.	

(Army Head-Quarters, India, Q. M. G.'s Division, No. 2281-A., dated 4th October 1906.)

(a) Admissible for each member of a family above 3 years of age but only where family travelling allowance is admissible for journeys by rail.

(b) The maximum amount of road allowance which can be drawn by an individual or himself and his family for journeys in ordinary tracts is ₹1 per mile.

(c) For journeys in contract railways in Burma an extra ¼ fare is admissible to military officers (classes I and II) entitled to travel 1st class.

(d) Travelling allowance will not be drawn and warrants should be issued endorsed to the Contract Company (Imperial Carrying Company), for journeys between Rawalpindi, Murree, Murree Kashmir, Hasan Abdul, Abbottabad and stations beyond to such officers and other ranks as are not included in paragraph 53, Army Regulations, India, Volume X.

(e) Departmental officers with honorary rank and warrant officers proceeding to their place of residence in India on retirement or discharge cannot use Form E in such cases.

(f) The following are the non-contract railways that do not accept I. A. F. T-1709 (Form E) and for journeys over which the higher fare rates are admissible :—Kalka-Simla, Darjeeling-Himalayan, Bareilly-Kathgodam, Nilgiri, Cooch Behar, Bengal-Dooars, Dibru-Sadiya, Deogarh, Jodhpur-Bikaner (except the Balotra-Hyderabad Section), Bhavnagar-Gondal-Junagad-Porbandar, Mayaveram-Mutupet, Gaekwar's Dabhoi, Rajpipla, Mehsana, Gaekwar's Petlad, Nagda-Ujjain, Kolhapur, Jetalsar-Rajkot, Dhrangadhra, Jamnagar, Barsi, Kolar Gold Fields, Thaton-Duyinzaik, Mohurghanj Light Railway and Parlakimedi Light Railway.



**APPENDIX J.****Referred to in paragraph 1121 (Article 1083, C. S. R.).**

1. To a person selected in Calcutta to be European Warder or Assistant Warder on pay not exceeding Rs100 in a jail in the interior of Bengal.
2. Not exceeding actual travelling expenses, to foreign recruits for the armed portion of the Police in the United Provinces and Assam, for Reserve Jail Warder guards in the Central Provinces, and recruits enlisted in India for the Port Blair Police.
3. To a candidate, appointed either by examination, or by nomination for the Government of India Secretariat Clerical Service, permanently or temporarily to any office to which the Secretariat examination rules apply, from the railway station nearest his home, provided he is required to travel beyond the limits of the Province in which, as a passed candidate, he appeared for examination, or, as a nominated candidate, was residing when appointed.
4. Not exceeding actual expenses and under the special orders of the Surveyor General of India in each case, to computers and copyists of the Computing Party of the Trigonometrical Branch Office at Dehra Dun and computers of Astronomical Parties.
5. Free passage from the place of enlistment may be granted to men recruited in India for the Rangoon Police, subject to the condition that those who leave the Police within three years of their enlistment must refund the allowance paid to them. Subject to the same condition, the expenses incurred by recruits for the lower grades of the Police in Bombay in travelling from the district in which they are enlisted to that in which they are employed may be reimbursed, provided that (1) the concession is limited to such districts as may be specified from time to time by the Local Government, and (2) the amount of expenses paid in each case shall not exceed the travelling allowance for the same journey of an officer of the fourth class.

## APPENDIX K.

*Referred to in paragraph 75.*

**Distribution List of Regiments according to Divisions  
during 1911-12.**

**I.—PESHAWAR DIVISION.**

23rd Peshawar Mountain Battery (Frontier Force).

*Cavalry.*

15th Lancers (Cureton's Multanis).

25th Cavalry (Frontier Force).

35th Scinde Horse.

Queen's Own Corps of Guides Cavalry (six troops) (Lumsden's).

*Sappers and Miners.*

No. 3 Company of 1st King George's Own Sappers and Miners.

*Infantry—European.*

2nd Battalion, Queen's Own (Royal West Kent Regiment).

2nd Battalion, Prince of Wales's (North Staffordshire Regiment).

1st Battalion, Royal Munster Fusiliers.

*Native.*

15th Ludhiana Sikhs.

31st Punjabis.

38th Dogras.

51st Sikhs (Frontier Force).

52nd Sikhs (Frontier Force).

54th Sikhs (Frontier Force).

55th Coke's Rifles.

82nd Punjabis.

69th Punjabis.

1st Battalion, 9th Gurkha Rifles.

Queen's Own Corps of Guides Infantry.

**II.—RAWALPINDI DIVISION.**

*Native Artillery.*

25th Mountain Battery.

26th Jacob's Mountain Battery.

27th Mountain Battery.

29th Mountain Battery.

*Cavalry—European.*

10th (Prince of Wales's Own Royal) Hussars.

17th Duke of Cambridge's Own Lancers.

*Native.*

5th Cavalry.

19th Lancers (Fane's Horse).

21st Prince Albert Victor's Own Cavalry (Frontier Force) (Daly's Horse).

22nd Sam Browne's Cavalry (Frontier Force).

No. 4 Company of 1st, and No. 11 Company of 2nd Sappers and Miners.  
No. 26 (Railway) Company.  
No. 31 Signal Company.

1st Battalion, Northumberland Fusiliers.  
1st Battalion, Prince of Wales's Own West Yorkshire Regiment.  
2nd Battalion, The Black Watch (Royal Highlanders).  
1st Battalion, Royal Sussex Regiment.

20th Duke of Cambridge's Own Infantry (Brownlow's Punjabis).  
34th Sikh Pioneers.  
35th Sikhs.  
37th Dogras.  
76th Punjabis.  
84th Punjabis.  
87th Punjabis.

6th Gurkha Rifles { 1st Battalion.  
2nd "

*Cavalry—European.*

1st (King's) Dragoon Guards.

cers (Hodson's Horse).

3rd Battalion, King's Royal Rifle Corps.  
2nd Battalion, Prince of Wales's Leinster Regiment (Royal Canadians).  
1st Battalion, Lancashire Fusiliers.  
1st Battalion, Connaught Rangers.  
2nd Battalion, The King's (Liverpool Regiment).  
1st Battalion, Prince of Wales's Volunteers (South Lancashire Regiment).  
1st Battalion, Duke of Wellington's (West Riding Regiment).

18th Infantry.  
23rd Sikh Pioneers.  
25th Punjabis.  
28th Punjabis.  
32nd Sikh Pioneers.  
47th Sikhs.  
53rd Sikhs (Frontier Force).  
57th Wilde's Rifles (Frontier Force).  
67th Punjabis.

1st King George's Own Gurkha Rifles (The Malaun Regiment) { 1st Battalion.  
2nd " }

4th Gurkha Rifles { 1st Battalion.  
2nd " }

Royal Engineers.  
Corps of Royal Engineers,

## IV.—MEERUT DIVISION.

*Native Artillery.*

31st Mountain Battery.  
32nd Mountain Battery.

*Cavalry—European.*

1st (Royal) Dragoons.  
13th Hussars.

*Native.*

3rd Skinner's Horse.  
11th King Edward's Own Lancers (Probyn's Horse).  
17th Cavalry.  
18th King George's Own Tiwana Lancers.

*Sappers and Miners.*

1st King George's Own Sappers and Miners (excluding Nos. 3 and 4 Companies).  
No. 32 Signal Company.

*Infantry—European.*

1st Battalion, King's Own Scottish Borderers.  
1st Battalion, Seaforth Highlanders (Ross-shire Buffs, The Duke of Albany's).  
1st Battalion, Royal Irish Regiment.  
2nd Battalion, Princess Charlotte of Wales's (Royal Berkshire Regiment).  
4th Battalion, King's Royal Rifle Corps.  
4th Battalion, Worcestershire Regiment.

*Native.*

3rd Brahmans.  
4th Prince Albert Victor's Rajputs.  
8th Rajputs.  
13th Rajputs (The Sekhawati Regiment).  
16th Rajputs (The Lucknow Regiment).  
33rd Punjabis.  
39th Garhwal Rifles { 1st Battalion.  
                                  2nd       "  
128th Pioneers.  
2nd King Edward's Own Gurkha Rifles (The Sirmoor Rifles) { 1st Battalion.  
  2nd       "  
3rd Queen Alexandra's Own Gurkha Rifles { 1st Battalion.  
  2nd       "  
8th Gurkha Rifles, 2nd Battalion.  
9th Gurkha Rifles, 2nd Battalion.  
10th Gurkha Rifles, 2nd Battalion.

## V.—LUCKNOW DIVISION.

*Cavalry.*

4th Cavalry.  
9th Hodson's Horse.  
12th Cavalry.  
16th Cavalry.

*Infantry.*

9th Bhopal.  
11th Rajputs.  
17th Infantry (The Loyal Regiment).  
27th Punjabis.  
36th Sikhs.  
41st Dogras.  
48th Pioneers.  
66th, 74th and 62nd Punjabis.  
88th Carnatic Infantry.  
114th Mahrattas.  
8th Gurkha Rifles, 1st Battalion.



## VI.—QUETTA DIVISION.

*Cavalry.*

6th King Edward's Own Cavalry.  
 13th Duke of Connaught's Lancers (Wat-  
 son's Horse).  
 23rd Cavalry (Frontier Force).

*Infantry.*

10th Jats.  
 14th King George's Own Ferozepore Sikhs.  
 29th Punjabis.  
 58th Vaughan's Rifles (Frontier Force).  
 106th Hazara Pioneers.  
 121st Pioneers.  
 122nd Rajputana Infantry.  
 124th Duchess of Connaught's Own Balu-  
 chistan Infantry.  
 126th Baluchistan Infantry.  
 129th Duke of Connaught's Own Baluchis.  
 130th King George's Own Baluchis  
 (Jacob's Rifles).  
 7th Gurkha Rifles. { 1st Battalion.  
                               2nd     "

## VII.—MHOW DIVISION.

2nd Lancers (Gardner's Horse).  
 27th Light Cavalry.  
 30th Lancers (Gordon's Horse).  
 32nd Lancers.  
 38th King George's Own Central India  
 Horse.  
 39th King George's Own Central India  
 Horse.  
 42nd Deoli Regiment (2 troops).  
 43rd Erinpura Regiment (2 troops).

2nd Queen's Own Rajput Light Infantry.  
 5th Light.  
 7th Duke of Connaught's Own Rajputs.  
 22nd Punjabis.  
 30th Punjabis.  
 42nd Deoli Regiment.  
 43rd Erinpura Regiment.  
 44th Merwara Infantry.  
 45th Rattray's Sikhs.  
 63rd Palamcottah Light.  
 94th Russell's.  
 97th Deccan.  
 98th.  
 99th.  
 107th Pioneers.  
 113th.  
 116th Mahrattas.  
 125th Napiers' Rifles.

## VIII.—POONA DIVISION.

26th King George's Own Light Cavalry.  
 34th Prince Albert Victor's Own Poona  
 Horse.

12th Pioneers (The Kelat-i-Ghilzai Regi-  
 ment).  
 64th Pioneers.  
 79th Carnatic.  
 96th Berar.  
 102nd King Edward's Own Grenadiers.  
 103rd Mahratta Light.  
 104th Wellesley's Rifles.  
 105th and 110th Mahratta Light.  
 117th Mahrattas.  
 120th Rajputana.  
 123rd Outram's Rifles.  
 127th Princess of Wales's Own Baluch  
 Light.

## IX.—SECUNDERABAD DIVISION.

20th Deccan Horse.  
 29th Lancers (Deccan Horse).  
 33rd Queen's Own Light Cavalry.

1st Brahmans.  
 6th Jat Light.  
 61st King George's Own Pioneers.  
 73rd Carnatic.  
 75th Carnatic.  
 81st Pioneers.

IX.—SECUNDERABAD DIVISION—*contd.**Cavalry.**Infantry.*

83rd Wallajahbad Light.  
86th Carnatic.  
95th Russell's.  
101st Grenadiers.  
109th.  
119th (The Mooltan Regiment).

## X.—BURMA DIVISION.

*Nil.*

80th Carnatic.  
89th Punjabis.  
90th Punjabis.  
91st Punjabis (Light).  
92nd Punjabis.  
93rd Burma.  
10th Gurkha Rifles, 1st Battalion.

## XI.—KOHAT BRIGADE.

31st Duke of Connaught's Own Lancers.

26th Punjabis.  
56th Punjabi Rifles (Frontier Force).  
59th Scinde Rifles (Frontier Force).  
112th Infantry.

## XII.—BANNU BRIGADE.

14th Murray's Jat Lancers.

21st, 24th and 46th Punjabis.

## XIII.—DERAJAT BRIGADE.

1st Duke of York's Own Lancers  
(Skinner's Horse).

19th and 72nd Punjabis.  
40th Pathans.

## XIV.—ADEN BRIGADE.

*Nil.*

108th Infantry.

(*Vide* Appendices to India Army Budget Estimate for 1911-12.)

## APPENDIX L.

*Referred to in paragraph 893.*

The attention of all military officers proceeding on leave out of India whose final last-pay certificate should be issued by the Military Accounts Department is invited to the rules in paragraph 236, Army Regulations, India, Volume II, and paragraph 80, Army Regulations, India, Volume III, and also to the instructions on I. A. Forms A-449 and Z-2053, and they are reminded of the necessity for the proper observance of those rules.

Copies of the memorandum of information will be supplied by the Military Accounts Department to every officer, warrant officer, etc., proceeding on leave out of India.

A stock of all necessary forms should always be maintained by all who may have to use them, *viz.*, units, departments and military departmental and staff offices and the necessary supply should be obtained from the Contractors for Printing Government of India Forms.

(*G. I., Military Finance, No. 1375-Accts., dated 16th October 1911. Dy. Na. G. I.-2875.*)  
Sample copies of the Forms are appended.

*Sample copies of the Forms.*

**MEMORANDUM OF INFORMATION ISSUED FOR THE GUIDANCE OF MILITARY OFFICERS AND OTHERS PROCEEDING OUT OF INDIA (EXCEPT ON PRIVILEGE LEAVE TAKEN BY ITSELF).**

**GENERAL INSTRUCTIONS.**

All leave (excluding furlough or general leave taken under the 1868 or 1875 rules or under civil leave rules), whether in or out of India, commences on the date on which an individual is struck off duty, and terminates on the date preceding that on which he rejoins; in the case of leave out of India on medical certificate, the amount of leave recommended by a medical board reckons from the date of embarkation, the period of leave prior to embarkation being treated as leave in India.

Unless specially otherwise ordered, leave granted under the civil leave rules must begin within 35 days of the date on which it is granted.

2. Except under the 1868 or 1875 leave rules, leave or furlough may be spent anywhere, but an officer desiring to change the country to which his leave was originally granted, must obtain permission to do so, if in India or the colonies from the sanctioning authority, and if in England from the Secretary of State for India or War as the case may be.

3. An order granting leave or furlough out of India is valid for three months.

4. Any extension of privilege leave or combined leave in excess of eight months (except for less than ten days in the case of overstay of leave or when an officer on passing the examination for admission to the Staff College, Camberley, is granted an extension of combined leave beyond eight months up to the date on which the session at the college begins or under the circumstances detailed in paragraph 18) involves the conversion of the whole into leave or furlough, and refund of the excess pay drawn for the period of privilege leave.

Officers of the British or Indian Services, who may be permitted to retire, resign, reside in or out of India on becoming unemployed or are transferred to the Imperial or Colonial establishment or to the half pay list during or at the expiration of either their privilege or combined leave, will not be required to convert their leave into ordinary leave.

**DEPARTURE.**

5. All officers, lady nurses and departmental warrant officers leaving India, unless proceeding on privilege leave not combined with other leave, must be finally settled up with before they leave their permanent station.

6. To admit of this the officer concerned, or the commanding or other superior officer in the case of subordinate officers, must take the following action on the earliest possible date:—

- (i) Complete one copy of I. A. Form Z-2053, with an extract from the order authorising the leave or movement and fill in the certificate in that form with necessary particulars showing the date, the vessel and the port at which the officer intends to embark.

- (ii) Complete the form (I. A. Form A-449) of application for a final last-pay certificate with the particulars required on the reverse of the form and send it, with a copy of I. A. Form Z-2053, and the other supporting documents specified in I. A. Form A-449, at least ten working days before the individual is due to leave his or her station, to the audit officer in whose area of audit the individual is serving (through the Divisional Disbursing Officer for officers of British Corps drawing pay regimentally).

NOTE 1.—*In the case of an officer in temporary civil employ, who, when proceeding on furlough or leave forfeits his lien on any temporary or officiating appointment that he may have held in the Civil Department, the application for a final last-pay certificate will be supported by a last-pay certificate from the Civil Department and should be submitted to the Deputy Controller of Military Accounts of the Division corresponding to the civil area in which he may be serving, except in the case of officers in the payment of the Comptroller, India Treasuries, when the application should be forwarded to the Controller of Military Accounts, Eastern Circle, under whose orders the final last-pay certificate will be issued.*

NOTE 2.—*In the case of officers serving with Native regiments at Colonial Stations and in North China they shall be settled with by the Officer Commanding in full, up to and for the day preceding the anticipated date of sailing and shall receive from the Officer Commanding a temporary last-pay certificate (I. A. Form A-436), a copy of which together with the necessary documents will be sent with the least possible delay to the audit officer concerned in India who will issue the requisite final last-pay certificate (I. A. Form A-439) to the officer or his agents.*

- (iii) Complete a second copy of I. A. Form Z-2053, and send it to the officer who sanctioned the leave or movement for note, and communication in the case of Royal Engineer Officers to the Military Secretary to the Commander-in-Chief.
- (iv) Complete a third copy of I. A. Form Z-2053, and hand it with the final last-pay certificate (I. A. Form A-439 or I. A. Form A-440, if proceeding to a colony) received from the Military Accounts Department to the individual concerned before he or she leaves his or her station.

7. Officers proceeding home under British service leave rules are allowed to draw their pay (1) through the regimental agent, or (2) from the India Office either direct or through a private agent. If an officer does not express a wish to draw his pay from the India Office it will be understood that he desires to draw it through the Regimental Agent.

#### ARRIVAL IN ENGLAND.

8. British Service officers, not holding staff appointments, will at once report their arrival to the War Office on form of arrival report attached to I. A. Form Z-2053. Officers of the Indian Service will at once send a copy of I. A. Form Z-2053 and notify their address in the United Kingdom to the Military Secretary, India Office. Royal Engineer officers and British Service officers holding staff appointments must, on arrival in England, report themselves both to the India Office and to the War Office in the following manner:—The third page of I. A. Form Z-2053 (Report of arrival) will be detached, the first page being forwarded to the India Office and the third page (completed) to the War Office.

9. Officers desirous of drawing their pay through the India Office should forward the final last-pay certificate received from the Military Accounts Department in India to the India Office on arrival, or as soon as it is received from India.

10. All officers, lady nurses and warrant officers on leave in England must keep the War Office or the Military Secretary, India Office, informed of all changes in their addresses.

#### PAYMENT OF LEAVE ALLOWANCES IN ENGLAND.

11. The leave allowances of officers are issued at the Home Treasury monthly in arrears on the first day of each month.

They are paid to the officer on his personal application or to his duly authorised agent.

NOTE.—*Privilege leave allowances are not payable out of India. Officers proceeding Home on combined leave under the Civil leave rules have the option of drawing such allowances from the Home authorities.*

#### PAYMENT IN A COLONY.

12. If an officer intends to draw his leave allowances in any of His Majesty's Colonies, the audit officer concerned will furnish him with a Colonial pay warrant (I. A. Form A-440)



addressed to the Colonial officer concerned. Each payment made in the Colony will be endorsed upon the warrant, which upon an officer's return to India should be delivered by him to the audit officer concerned and will serve as a last-pay certificate.

#### RETURN TO DUTY.

13. All officers, except British Service officers not holding staff appointments in India, and departmental warrant officers, who have been granted leave to Europe on medical certificate or whose leave (of whatever kind) in Europe has been extended on medical certificate must obtain permission from the India Office to return to duty. If the officer is still unfit for duty an application for permission to appear before a medical board should be submitted to the Military Secretary, India Office, not less than two months before expiry of leave; otherwise satisfactory evidence of fitness for duty should be furnished with the application for permission to return to duty.

14. Officers of the British Service not holding staff appointments in India, on leave on medical certificate, should report themselves in writing to the War Office at least twenty days before the expiration of their leave for orders as to their medical examination in respect of their fitness to return to duty. When returning to India without troops they must report to the War Office the date of sailing, name of the vessel, place of embarkation and port of destination.

15. All officers on long leave in Europe must apply to the Accountant General, India Office, for the final adjustment of their pay and for a last-pay certificate which will be issued about a fortnight before they embark. If pay is drawn through an agent, precise instructions should be issued to the agent.

16. On return to duty the last-pay certificate obtained from the India Office should be furnished to the audit officer in whose area of audit the officer is serving.

17. All officers, etc., must inform their immediate superiors in India direct of the probable date of their return to duty in order to admit of any necessary orders being sent to the Staff Officer at the port of disembarkation for communication on arrival.

18. An officer (other than a regimental officer not extra-regimentally employed) who has not received orders within two months of the expiration of his leave as to the station at which he is required to rejoin and who disembarks at an Indian port within the period of his leave, will be held to have rejoined, and may then be granted a short extension of leave to enable him to reach his new station; such extension will not involve the conversion of combined leave into ordinary leave.

#### *Extension of leave.*

19. *On private affairs.*—Application for an extension of leave must be made to the authorities concerned in India giving reasons for the extension in sufficient time to admit of the individual rejoining at the expiration of his regimental leave should the extension be refused.

In the case of British Service officers (except Royal Engineer officers) the extension will be sanctioned by the authority in India who sanctioned the original grant of leave and will be communicated by the officer to the War Office; in the case of Indian Service officers, British Service officers holding staff appointments, Royal Engineer officers and departmental warrant officers, the extension will be sanctioned by the India Office but the previous consent of the authorities concerned in India must first be obtained by the individual and should support the application to the India Office.

20. *On medical certificate.*—British Service officers not holding staff appointments in India, prevented by serious illness from rejoining within their original leave should submit an application, supported by a medical certificate, for an extension of leave, to the War Office, from which office they will receive instructions to appear before a medical board.

21. Those on leave elsewhere than in Europe must apply direct to the authorities in India for an extension of leave, supported by a certificate from two medical men of repute to the effect that the applicant is incapable of returning to duty and specifying the period necessary for his recovery.

#### STUDY LEAVE.

22. An officer of the Indian Medical Service who has been granted study leave, whether alone or in combination with other leave, must on completion of his studies forward the certificates of examinations passed or the certificates of special study, which must show the dates of commencement and termination of the course, with any remarks by the instructor to the Under Secretary of State, India Office, who will transmit the documents to

India. Such officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, at the conclusion of their course of study. An officer of the Indian Medical Service who wishes part of his leave converted into study leave should apply to the Under Secretary of State, India Office, and furnish a statement showing how he proposes to spend the study leave.

#### ABSENCE AFTER LEAVE.

23. If an officer overstays any leave or furlough granted to him, a full explanation, supported by the necessary certificates, should be forwarded to the authority who granted him the leave.

The following penalties will be enforced :—

- (i) If the overstayal was intentional, such as reckoning on a steamer arriving in advance of her advertised date, the penalty is loss of service and pay for the period of overstayal.
- (ii) If the overstayal was due to carelessness or neglect but unintentional, such as booking by a non-privileged line, the penalty is loss of pay for the period in question.
- (iii) If the overstayal was due to a cause beyond the officer's control, and purely accidental, such as sickness rendering him unfit to travel or the detention of a privileged steamer, he may be granted leave or furlough if admissible, with pay to cover the period of overstayal. If leave is not admissible no pay will be allowed.

The privileged lines are—P. and O. Steam Navigation Company, B. I. Steam Navigation Company, Hall Line (Ellerman's), City Line (Ellerman's), Austrian Lloyd Steam Navigation Company, Messageries Maritimes Company, Bibby Line, North German Lloyd Steam Navigation Company, Florio Rubattino Line, P. Henderson Line and Anchor Line.

#### ADVANCES.

24. Officers proceeding on leave out of India may receive an advance of pay to the extent noted below :—

(1) Officers of the British Service not holding staff appointments in India.	British pay of rank for a period not exceeding 30 days.	Rs.
(2) General officers . . . . .		3,000
(3) Field officers . . . . .		1,500
(4) Officers below the rank of field officers . . . . .		1,000
(5) Departmental officer with honorary rank, and senior assistant surgeons . . . . .		500
(6) Conductors, sub-conductors and assistant surgeons, 1st and 2nd class . . . . .		350
(7) Assistant surgeons, 3rd and 4th class . . . . .		200
(8) Lady nurses, Queen Alexandra's Military Nursing Service, India . . . . .		150

25. An officer proceeding on privilege leave out of India, or combined leave may receive an advance of full pay and Indian allowances of rank *plus* the full staff pay of his permanent appointment held when proceeding on leave, for the period of privilege leave taken alone or in combination with other leave, or if desired the pay and allowances for the portion of the privilege leave may be drawn through the officer's agent in India.

NOTE.—In the case of an officer proceeding on leave (other than sick leave, when the full advance admissible may be granted if applied for) before a previous advance has been recovered in full, the advance admissible should be reduced by the amount of the balance still due from him.

26. The following is the scale of advances of pay admissible to officers and others before embarkation for India :—

- |   |  |
|---|--|
| (a) Officers of the Indian Army under Indian Army leave rules or under Article 226, Army Regulations, India, Volume II. | A maximum of £65 for a subaltern and £100 for an officer of higher rank. |
|---|--|

(b) Officers of the British Army not included in the above categories when returning from leave.	British pay of rank for a period not exceeding 30 days.
(c) Officers on the Indian establishment returning from duty in England.	The amount admissible if the officers were on leave.
(d) Members of the Queen Alexandra's Military Nursing Service for India—	
(1) on appointment and proceeding to serve in India, or	£
(2) returning to India from leave after re-engagement for a further term of service.	20
(e) Departmental officers with honorary rank and senior assistant surgeons	35
(f) Conductors and assistant surgeons, 1st and 2nd class	20
(g) Sub-conductors and assistant surgeons, 3rd and 4th class	15

NOTE.—The above advances are not admissible to officers and others returning to India from privilege leave not combined with other leave, nor to officers returning to India to spend the remainder of their leave there.

#### FOREIGN SERVICE DURING LEAVE.

27. An officer on furlough is not permitted to accept employment in foreign service except with the previous sanction of the Secretary of State or the Government of India, according as his furlough is taken out of or in India.

I. A. F. A449

*Gratis.*

NOTE 1.—This form will be used by all officers, lady nurses, and departmental warrant officers, leaving India, except on privilege leave.

NOTE 2.—This form and its accompaniments should be forwarded so as to reach the audit officer concerned 10 working days before the individual leaves his or her station, and if this cannot be done the bills should be made payable to an Agent in India and submitted through the Agent.

No. \_\_\_\_\_

OFFICE OF \_\_\_\_\_

Station \_\_\_\_\_ Date \_\_\_\_\_

FROM

\_\_\_\_\_  
 \_\_\_\_\_

To

THE DEPUTY CONTROLLER OF MILITARY ACCOUNTS,

\_\_\_\_\_  
DIVISION.

MEMO.

Herewith particulars regarding Rank.....Name.....  
 Corps.....who is leaving India and for whom a last-pay certificate  
 is required.

2. The following additional documents accompany :—

- (i) I. A. F. Z2053.
- (ii) Pay bill (I. A. F. A35) for pay and allowances up to anticipated date of embarkation and for any authorised advance of pay. (See A. R. I., Volume III.)
- (iii) L. P. C. (I. A. F. A438) in the case of officers, etc., not paid direct by Examiner.
- (iv) Claim for passage money (I. A. F. T1717).
- (v) Claim for travelling allowance (I. A. F. T1715).

Signature \_\_\_\_\_

*Designation of O. C. or other superior officer.*



Information required respecting the individual.	REPLIES.
<p style="text-align: center;"><b>For all Officers, etc.</b></p> <ol style="list-style-type: none"> <li>1. Date of leaving station for port of embarkation.</li> <li>2. Whether he applied to retire or resign his appointment.</li> <li>3. Whether any hospital stoppages are due, if so, state the amount.</li> <li>4. If leave is granted under paragraph 226, Army Regulations, India, Volume II, state the amount of leave previously taken under this rule during his present tenure.</li> <li>5. If pay for privilege leave portion of combined leave is not drawn in advance, state what arrangements have been made to draw the same.</li> <li>6. Home address (Agents preferred) and the address of the party to whom the final L. P. C. should be sent (in case it cannot be given to the individual before leaving India).</li> <li>7. Whether granted sea passage at the public expense. If granted passage for family, give particulars of family including ages of children.</li> </ol> <p style="text-align: center;"><b>Additional information required for British Service Officers only.</b></p> <ol style="list-style-type: none"> <li>8. On what date he received the order to leave India.</li> <li>9. On what date was the order published at his station.</li> <li>10. When will he arrive at port of embarkation?</li> <li>11. If he intends to stop at any one place on the journey more than seven days, particulars should be given.</li> <li>12. Has he been on leave in India after ceasing to do duty? If so, for what period.</li> <li>13. If retiring, whether on leave at the time of applying to retire.</li> <li>14. Whether successor has arrived, or is in India.</li> </ol> <p><b>NOTE.</b>—If further information is required by the audit officer, it should be obtained from the officer under whom the individual is serving, but this should not delay the issue of a temporary last-pay certificate.</p>	<p style="text-align: center;"><b>NOTE.</b>—Care should be taken to give full information in the answers to these questions.</p>

Station \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation of O. C. or other superior officer. \_\_\_\_\_

[Required in triplicate.]

I. A. F. Z2053

*Gratis.*

*Note.*—This form will be used by all officers, lady nurses, and departmental warrant officers, proceeding out of India on leave retirement, or duty of any kind.

(See paras. 234–236, A. R. I., Vol. II.)

A

\*Extract from \_\_\_\_\_ Orders by \_\_\_\_\_

No. \_\_\_\_\_, dated \_\_\_\_\_ 19 \_\_\_\_\_

(Rank) \_\_\_\_\_ (Name) \_\_\_\_\_

(Corps) \_\_\_\_\_ is† \_\_\_\_\_  
(Department) \_\_\_\_\_This \_\_\_\_\_ officer \_\_\_\_\_ is \_\_\_\_\_ available for duty with troops.  
warrant officer is not

[True Extract.]

Station \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 19 . Designation \_\_\_\_\_

B

*Certificate of Officer Commanding or other superior officer.*Certified that the abovenamed \_\_\_\_\_ officer \_\_\_\_\_ was \_\_\_\_\_ struck off duty with effect  
warrant officer lady nurse will befrom the \_\_\_\_\_ 19 ; and intends to embark at \_\_\_\_\_ in \_\_\_\_\_  
(port of embarkation) (vessel)

on the \_\_\_\_\_ 19 .

Station \_\_\_\_\_

Date \_\_\_\_\_ 19 .

Signature of O. C. \_\_\_\_\_

\* Here should be entered an extract from the order authorising the leave or movement. In cases where the individual is permitted to proceed in anticipation of the leave being sanctioned, the local order will be quoted, but two copies of the order of the final sanctioning authority should subsequently be sent to the individual.  
† Here enter the circumstances under which leaving India, and if granted leave and reverting to the Home establishment without returning to India, and the particulars respecting date of reversion required by para. 212A, A. R. I., Vol. II. In the case of an officer of the British Service proceeding out of India, see the rules for the continuance of Indian pay contained in A. R. I., Vol. I.

## INSTRUCTIONS.

1. All ranks including lady nurses leaving India must, unless proceeding on privilege leave not combined with other leave, be finally settled up with before leaving their permanent station. To admit of this their commanding officer or other superior officer must take the following action :—

(a) Fully complete one copy of I. A. F. Z2053, and send this form with I. A. F. A449 (and the regimental last-pay certificate in the case of regimental officers) to the Examiner of Military Accounts (Paymaster, Rangoon, in the Burma Division) within whose audit area the individual is serving. The Examiner of Military Accounts, etc., will retain the above forms, arrange for the final adjustment of the accounts of the individual to the day preceding that of the reported sailing date, issue the final last-pay certificate, treat the transaction as a final settlement and report it as such to the Under S. of S., India Office.

(b) Fully complete a second copy of I. A. F. Z2053, and send it to the officer who sanctioned the leave or movement for note and communication in the case of R. E. officers to the M. S. to C-in-C.

(c) Fully complete a third copy of I. A. F. Z2053 and hand this, with the final last-pay certificate received from the M. A. Dept. under (a), to the individual concerned before leaving his station, for disposal as in para. 3.

2. British Service officers proceeding to England under circumstances which will entitle them on arrival there to conveyance for themselves, baggage, and chargers at the public expense, should apply to the staff officer at the port of embarkation, for copies of A. F. O1800 and P1904, which on presentation at the railway booking office at the port of disembarkation, will enable them, with their regulation quantity of baggage and chargers, to travel on English and Scottish railways at military rates which is all that will be refunded on travelling claims.

*Reports on arrival in England.*—British Service officers, except those holding staff appointments, will report their arrival to the War Office, on the attached form of arrival report.

British Service officers holding staff appointments and those of the Indian Service will send a copy of this form and notify their address to the Mil. Secy., India Office. The attached arrival report need not be filled in.

R. E. officers arriving in England on leave must report themselves to both the India and War Offices, in the above manner.

Last-pay certificates of those on leave should be also sent to the India Office either direct or through recognized agents. Officers proceeding home under British Service leave rules are allowed to draw their pay (1) through the regimental agent, as hitherto or (2) from the India Office, either direct or through a private agent. If an officer does not express a wish to draw his pay from the India Office, it will be understood that he desires to draw it through the regimental agent. Officers desirous of drawing their pay from the India Office should forward their last-pay certificates there.

4. *Extension of leave—On private affairs.*—Application should be made to the authorities in India, giving reasons for the extension, in sufficient time to admit of the individual rejoining at the expiration of his original leave, should the extension be refused. In the case of British Service officers the extension will be sanctioned in India and communicated by the officer to the War Office; in the case of Indian Service as well as British Service officers holding staff appointments, R. E. officers and departmental warrant officers, the extension will be sanctioned by the India Office on the application of the individual, supported by the consent of the authorities in India.

*On medical certificate.*—British Service officers not holding staff appointments prevented by serious illness from rejoining within their original leave should submit an application, supported by a medical certificate, for an extension to the War Office, from whom they will receive instructions to appear before a medical board.

Those on leave elsewhere than in Europe must apply direct to the authorities in India for extension, supported, if applied for on medical grounds, by a certificate from two medical men of repute to the effect that the applicant is incapable of returning to duty, and specifying the period necessary for his recovery.

*General.*—Officers of the British Service, holding staff appointments, departmental officers with honorary rank and warrant officers, on leave on private affairs in the United Kingdom who on the recommendation of a medical board, are granted extensions of leave exceeding two months on account of sickness contracted in India, may be granted free return passage to their stations in India. Those on leave on medical certificate in the United Kingdom who obtain extensions of leave on private affairs shall thereby forfeit all claim to return conveyance, except in very urgent and exceptional cases where the extension has been sanctioned for reasons beyond the control of the individual and does not exceed fourteen days.

Individuals who, after being placed under orders to embark for India, obtain leave from Indian authorities which delays their embarkation, will be required to join in India at their own expense.

5. An officer of the I. M. S. who has been granted study leave, whether alone or in combination with other leave, must on completion of his studies forward the certificates of examinations passed or the certificates of special study, which must show the dates of commencement and termination of the course, with any remarks by the instructor, to the U. S. of S., India Office, who will transmit the documents to India. Such officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, at the conclusion of their course of study.

An officer of the I. M. S. who wishes part of his leave converted into study leave should apply to the U. S. of S., India Office, and furnish a statement showing how he proposes to spend the study leave.

6. *Return to duty.*—Indian Service and Royal Engineer officers and British Service officers holding staff appointments in India, and Departmental warrant officers who have been granted leave to Europe on medical certificate, or whose leave in Europe, of whatever kind, has been extended on medical certificate must, before returning to duty, receive permission to do so from the India Office. To obtain this, they must apply to the Military Secretary not less than two months before expiry of leave for instructions as to appearing before a medical board or otherwise producing satisfactory evidence of fitness for duty. Officers whose leave has not been granted, nor extended, on medical grounds, do not require permission to return to India. They must however obtain a last-pay certificate from the Accountant General, India Office, either personally or through their agents.

British Service officers not holding staff appointments on sick leave should report themselves in writing to the War Office at least twenty days before the expiration of their leave for orders as to their medical examination in respect of their fitness to return to duty.

All officers of the British Service not holding staff appointments returning to India without troops must report to the War Office their date of sailing, name of the vessel, place of embarkation, and the port of destination.

7. Officers, lady nurses, and warrant officers, on leave to England, must keep the War Office or the Mil. Secy., India Office, informed of all changes in their addresses. They must also inform their immediate superiors in India direct of the probable date of their return to duty, in order to admit of any necessary orders being sent to the staff officer at the port of disembarkation for communication on arrival.

8. *Privilege leave.*—Officers and Departmental warrant officers proceeding out of India on privilege leave (not combined with other leave) need only take one copy of the leave order with them and a L. P. C. is not required. They must report themselves to the staff officer at the port of disembarkation in India, and British Service officers will report their arrival in England to the War Office. No reports of arrival in England are required in this case by the India Office.

## REPORT OF ARRIVAL IN THE UNITED KINGDOM.

(To be used by British Service Officers in reporting their arrival to the War Office.)

1. Rank and name
2. Corps, department, and appointment if any
3. Date of leaving unit or appointment
4. Date of embarkation (India)
5. Port of embarkation (India)
6. Port of disembarkation (United Kingdom)
7. Date of arrival (United Kingdom)
8. Name of vessel in which arrived
9. Address in United Kingdom
10. Cause of return to United Kingdom
11. Dates, if on leave, from

2. Corps, department, and appointment if any

3. Date of leaving unit or appointment

4. Date of embarkation (India)

5. Port of embarkation (India)

6. Port of disembarkation (United Kingdom)

7. Date of arrival (United Kingdom)

8. Name of vessel in which arrived

9. Address in United Kingdom

10. Cause of return to United Kingdom

11. Dates, if on leave, from \_\_\_\_\_ to \_\_\_\_\_

Authority.

*Signature of officer arriving.*

To



## Pay Bill.

I. A. F. A35  
Gratis.

Rank and name \_\_\_\_\_  
 Appointment \_\_\_\_\_  
 Pay for the month of \_\_\_\_\_ 191 .

For use in M. A. Dept.  
 Claim No. \_\_\_\_\_  
 Voucher No. \_\_\_\_\_ of 191 .  
 Register No. \_\_\_\_\_ Page No. \_\_\_\_\_

To Indian army regimental, grade or British pay as _____					
„ Presidency house-rent . . . . .					
„ Staff salary as _____					
„ Consolidated salary as _____					
„ Horse allowance . . . . .					
„ Office allowance . . . . .					
„ Exchange compensation allowance . . . . .					

TOTAL Rs.

To be filled in when payment is made to a banker or recognised business agent through whom this bill should be forwarded for signature and transmission to the Examiner.	Signature.	Fixed Deductions.							
		Deductions I. M. S. F. Pensions—							
		Marriage donation . . . . .			Brought forward . . . . .				
		Promotion „ . . . . .			Unmarried daughter's sub-				
		Disparity „ . . . . .			scription. . . . .				
		Excess age „ . . . . .			Rate-in-aid dona-				
		Wife's subscription . . . . .			tion. . . . .				
		Interest . . . . .			Interest on arrears . . . . .				
		Son's donation . . . . .			Premium . . . . .				
		„ subscription . . . . .			Interest . . . . .				
Daughter's dona-			Passage Insurance						
tion. . . . .			Premia. . . . .						
Daughter's sub-									
scription. . . . .									
Carried over . . . . .			TOTAL . . . . .						
Signature.	Uncovenanted Service Fund . . . . .								
	Special Deductions.								
	Table money . . . . .								
	Income-tax on Rs. . . . . as detailed on the reverse . . . . .								
	Retrenchment on account of . . . . .								
	Advance of pay received . . . . .								
	Instalment of advance . . . . .								
	Instalment of furlough pay received from . . . . .								
	India Office . . . . .								
	War Office . . . . .								
Net amount payable . . . . .									
Rupees _____ (in words) _____									
Treasuries on which R. T. R.'s are required.		To whom payable.		Amount.					
TOTAL . . . . .									

to be cancelled by Drawer of

Stamp

ONE ANNA  
 RECEIPT  
 STAMP  
 REQUIRED FOR  
 SUMS EXCEEDING  
 R20.

Bill.

Received payment.

Signature.

RANK.

Department, Corps, or Cadre.

Dated at \*

the of

191 .

For use in the M. A. Dept.

Demands _____	R	a.	p.	Treasury.	R	a.	p.	Cheque No. dated R.T.R. No.
Pre-audited and passed _____				On _____				
Passed subject to post-audit for payment _____				In cash _____				
				TOTAL . . . . .				
Pay. _____				Auditor. _____				
Supervisor. _____				Supervisor. _____				
				Diol. Exr. _____				

\* NOTE.—An officer should never post-date his bill which should be signed and dated at the time of despatch. If an officer's pay bill is dated from any station other than that where his duty requires him to be, explanation on that point together with copies of, or reference to, any necessary order must be given with the bill, and certificates of dates of handing over and receiving charge of offices must also always be forwarded with the pay bills in which such changes occur.

Exemptions from Income-tax (e)				
Amount of pay and allowances				
Tentage . . . . .				
Horse allowance . . . . .				
Office allowance . . . . .				
Presidency house rent . . . . .				
Funds (a) . . . . .				
Mess and band subscriptions (d) . . . . .				
Premia paid on account of Life Insurance (b) (e) . . . . .				
Net amount taxable				

Certified that I am in possession of suitable camp equipage.

2. Also that I have maintained \_\_\_\_\_ chargers during the period for which exemption from income-tax is claimed.

Signature \_\_\_\_\_

N.B.—When an officer's total emoluments, less tentage and horse allowance, exceed R500, his pay is taxable.

FOR USE IN THE M. A. DEPT. ONLY.

COMPILATION.

RECEIPTS.				CHARGES.			
Grant . . . . .				Grant . . . . .			
Grant . . . . .				Salaries and establishments . . . . .			
Grant XX, Indian Military Service . . . . .				Grant . . . . .			
Family Pensions . . . . .				Salaries and establishments . . . . .			
Income-tax . . . . .				Grant . . . . .			
Miscellaneous Deposits . . . . .				Salaries and establishments . . . . .			
Advances Repayable . . . . .				Grant . . . . .			
C. M. A. Circle . . . . .				Exchange Compensation Allowance . . . . .			
Deputy C. M. A. Division . . . . .				Miscellaneous Allowances . . . . .			
Controller of Milly. Sup. Accts. . . . .				Miscellaneous Deposits . . . . .			
His Majesty's Indian Govt., London . . . . .				Advances repayable . . . . .			
Civil Department, India.				C. M. A. Circle . . . . .			
Military Fund . . . . .				Deputy C. M. A. Division . . . . .			
Bengal Orphan Fund . . . . .				Controller of Milly. Sup. Accts. . . . .			
Uncovenanted Service Family Pension Fund . . . . .				TOTAL CHARGES . . . . .			
Miscellaneous Receipts . . . . .							
Civil Department.							
Military Fund . . . . .							
Miscellaneous Receipts . . . . .							
Payments . . . . .							
Deduction from Expenditure.							
Grant . . . . .							
Grant . . . . .							
TOTAL RECEIPTS . . . . .							

(a) Subscriptions and donations alone exempt not loan instalments or interest thereon. Local allowances are taxable.

(b) Should be supported by Insurance Company's receipts, original or duplicate, for premia on policies paid in India, or the certificate of payment given by the Insurance Company or a certificate from the agent or bank through whom the premium was paid showing the name of the person insured, the company, the number and the amount of the policy and the period for which the premium was paid. In the case of sterling policies or if remitted out of India, the rate of exchange must also be stated. Original receipts will be returned after inspection.

(c) Claims to exemption from income-tax on sums paid as premia to an Insurance Company will not be entertained if made after the expiration of six months from the last day of the financial year during which the payments were made.

(d) Should be supported by a certificate that mess and band subscriptions remitted to Europe have been paid from funds drawn in this country, giving rate of exchange at which remitted.

(e) Exemptions from income-tax to the extent of one-sixth of the net pay and allowances for the period for which such payments are made are allowed on payments (1) for securing a deferred annuity on his own life or provision for wife or children after death, (2) to an Insurance Company on an insurance or deferred annuity on his own life or on the life of his wife, (3) payments to any service fund, mutual benefit fund, friendly society, or other legally established association, not being a company, in respect of an insurance or deferred annuity on his own life, or on the life of his wife, in the same way as if the payments were made to an Insurance Company. When an officer claims exemption from income-tax on any item included in his pay on account of horse allowance or tentage, he cannot draw exchange compensation allowance on those items, and when an officer claims to deduct from his pay items of horse allowance or tentage in order to reduce his income below the taxable limit, he cannot draw exchange compensation allowance on the items so deducted.

GRANT 4.

I. A. F. A238.  
*Gratis.*

## PERSONNEL.

*Clerical and office menial establishments.*

[illegible]

Numbers.	DESCRIPTION.	PER MENSEM.		Total per annum.	REMARKS.
		Rate of pay.	Total.		
		Brought over R .			
	<i>Servants.</i>				
		TOTAL R .			
	<i>Extra temporary establishments.</i>				
	<i>Office contingencies.</i>				
		TOTAL R .			

Station 15

Signature \_\_\_\_\_

Date \_\_\_\_\_ 191.

Designation \_\_\_\_\_





*Weight of baggage allowed to*

The	lbs.	Government.	lbs.
Company.			
		Baggage . . . . .	
		Camp equipage . . . . .	

N.B.—The above to be filled in when passage is provided from port to port in Indian waters. Excess of baggage as allowed by Government over that allowed by steamer companies should be recovered by contingent bill from Government by the Company.

Certified that passage from  
provided by

to  
Company as follows:—

has been

First Class  
Second Class  
Third Class  
Baggage  
Horses

(To be signed by the Officer provided with the passage.)

*For use in the Military Accounts Department.*

Entered in Audit Register No. , page . Test audited by \_\_\_\_\_  
(Initial and date.)

Classified as noted below:—

## Travelling Order.

I. A. F. T1715

*Gratis.*

28-4 1910.

## A.

Item.	Information required.	
1	Rank, name, corps and appointment of individual, and in the case of civilian subordinates their grade pay.	
2	Proceeding . . . . .	From  To
3	Nature of duty on which proceeding and probable duration.	
4	Any special order, or para. of Vol. X, authorizing move.	
5	Number of passed chargers proposed to be taken.	
	<i>Permanent duty moves only.</i>	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Wife</div> <div style="border-left: 1px solid black; padding-left: 5px;">Proposed to move them</div> </div>
6	Detail of authorized members of family actually in India, and whom it is proposed to take or send to destination or another station.	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">           Unmarried daughters over 12 years.             Sons between 12 and 16 years.             Children between 3 and 12*         </div> <div style="border-left: 1px solid black; padding-left: 5px;">           From               To         </div> </div>

\* Children under 3 must be excluded as they are carried free.

STATION \_\_\_\_\_

Date \_\_\_\_\_

Signature of applicant or his Officer Commanding.

## B.

Points to be decided by sanctioning authority.

1	Fare rates sanctioned for the individual (para. 29, Vol. X).	Scale	by rail.  annas a mile by road.
2	If family are entitled to conveyance (para. 70, Vol. X, see also para. 49, <i>ibid</i> ).		
3	Number of chargers authorized to be taken (paras. 103 and 104, Vol. X).		
4	Journey to be completed by * (para. 5, Vol. X).		
5	Advance of pay on arrival in India for duty (para. 43-I, A. R. I., Vol. III).		

\* Only required in the case of moves to another station for duty or instruction of some duration, or to or from a seaport.

STATION \_\_\_\_\_

Date \_\_\_\_\_

Signature and appointment of sanctioning authority.

## C.

Certified that I have received an advance† of travelling expenses amounting to \_\_\_\_\_  
and of pay amounting to \_\_\_\_\_  
from ‡ \_\_\_\_\_

STATION \_\_\_\_\_

Date \_\_\_\_\_

Signature of applicant.

† The amount of the advance should be given in words as well as in figures.

‡ Here enter source from which the advance has been received.



## TRAVELLING CLAIM.

For whom.	JOURNEY ACTUALLY PERFORMED.		By	No. of fares admissible, or miles by road.	Fare rate by rail, and mileage rate by road.		Total amount claimed.	
	From	To			R	A. P.	R	A. P.
Individual . . .			* Contract railway.					
			Railway in Burma.					
			Non-contract railway. (a)					
Family—			Contract railway.					
			Railway in Burma.					
			Non-contract railway. (a)					
Wife . . .			Contract railway.					
			Railway in Burma.					
			Non-contract railway. (a)					
Children over 12 . . .			Contract railway.					
			Railway in Burma.					
			Non-contract railway. (a)					
Chargers . . .			Contract railway.					
			Railway in Burma.					
			Non-contract railway. (a)					
Total (in words and figures).	Rupees		Road.					
Advance received (in words and figures).	Rupees							
Balance, if any, due (in words and figures).	Rupees							

1. I certify that I actually completed the journeys for which allowances are claimed, that I was not provided with Government conveyance for any portion of such journeys, and that the animals mentioned were my own authorized chargers and were actually conveyed between the stations named.

2. I promise that in the event of my not completing the journey for which allowances are herein claimed, I will refund the amount received. (*This certificate only applies to officers leaving India who should expunge certificate 1.*)

3. Also that my family, as detailed above, actually moved between the stations named and that the claim does not include conveyance for any boys over 16 years or children under 3 years of age. [*Expunge where not required.*]

Received payment.

Station \_\_\_\_\_

Date \_\_\_\_\_

Receipt stamp

for claims over

R20.

Name and rank.

Appointment of individual travelling.

Countersigned as a correct claim.

Signature of O. C. or other superior officer where required. (b)

\* Headings not applicable to journey to be scored through.

(a) The non-contract railways are Darjeeling-Himalayan, Bareilly-Kathgodam, Nilgiri, Cooch Behar, Bengal-Dooars, Dibru-Sadiya, Deoghur, Jodhpore-Bikanir (except the Balotara Hyderabad Section), Bhavnagar-Gondal-Junagad-Forbandar, Mayavaram-Mutpet, Gaekwar's Dabaoi, Rajpipla, Mehsana, Gaekwar's Petlad, Nagda-Ujjain, Kolhapur, Jetalsar-Rajkot, Dhrangadhra, Jamnagar, Barsi, Kolar Gold Fields, Thaton-Duyinzaik, Mohurbhanj Light Railway, Parlakimedi Light Railway.

(b) Countersignature is only required in the case of claims of regimental officers other than Officers Commanding units, and of Warrant Officers, Schoolmistresses and civilian subordinates.

## INSTRUCTIONS.

1. Statement A will be completed by the applicant or his O. C., and sent to the O. C. the station or other competent authority who will, after considering (1) whether the move is on *bond fide* Government duty, (2) the duration of the duty, (3) if the family are entitled to conveyance, (4) the number of chargers required for the temporary duty or admissible in the case of permanent duty, and (5) in cases where the individual is moving to another station for duty or instruction of some duration or to or from a seaport, by what date the journey should be completed; determine the scales, etc., and complete Statement B. The officer completing Statement B is responsible (para. 3, Vol. X) that nothing is authorized beyond what is allowed by rule, and if the duration of the duty is in any way uncertain travelling allowance on the temporary duty scale only, should be authorized in the first instance. No station or other order is required for movements under these rules, Statement B forming the sole required authority.

2. The form will then be returned to the applicant as the authority for his movement and for any advance of travelling allowances required. If the individual is serving under an officer having the control of public funds, the advance will be made and noted on the form by the latter; and on completion of the journey the form, completed on page 3, must be returned to the officer who advanced the travelling allowances, to enable him to adjust the advance through his accounts. In other cases the advance must be obtained from the Mily. Accts. Department; or, if time will not admit of this and the amount exceeds Rs 100, from the local treasury on the authority of a Station Order, and noted on the form by the local O. C. of the individual. In the latter case the form, completed on page 3, should be submitted to the Depy. Contr. of Mily. Accts. of the audit area in which the individual will then receive his pay. If no advance has been taken, the form should be submitted to the individual's O. C. at destination to admit of his similarly recovering and paying the amount due to the individual.

3. In the case of individuals leaving or arriving in India, the above instructions are subject to the following modifications:—

(a) Leaving India.—The form should be completed as if the individual had reached his destination, and submitted marked "Urgent" to the Depy. Contr. of Mily. Accts. of the audit area in which serving, in sufficient time to admit of the claim being preaudited and settled before the individual leaves his station. If, however, time will not admit of this, an advance of the travelling allowances admissible may be authorized, but the officer authorizing such advance will be held responsible for its full adjustment. Such advances will be subject to immediate refund, if the move is cancelled or changed.

(b) Arriving in India.—Officers and others entitled to advances of pay and travelling allowances at Bombay, will communicate with the Brigade Major there, and after obtaining the necessary authority in parts A and B of this form should present it to one of the following Agents who will make the necessary payment:—Messrs. Grindlay Groom & Co., Messrs. King King & Co., Messrs. Cox & Co., Messrs. Thos. Cook & Son. At Karachi, Madras, Calcutta and Rangoon a similar procedure will be adopted, the Agents employed being branches or correspondents of the above firms.

4. In the case of movements under para. 2, the individual travelling should, on arrival at destination, present this travelling order to the officer to whom he reports his arrival, and the latter must see that the journey has been completed within the prescribed time. If not, he should treat the individual as absent without leave for the overstayed period and order the prescribed forfeiture of pay (para. 131, Vol. I, and para. 5, Vol. X), unless, on reference to the Bde. Comdr., that officer extends the joining time to cover the overstayed period.

5. The prompt adjustment of any advance of travelling allowance is essential; and the travelling claim must be submitted immediately after the completion of the journey—with the next general state of accounts in the case of regimental officers. The Mily. Accts. Department are not required to call for the submission of travelling claims in adjustment of advances. If not adjusted before the receipt by the Mily. Accts. Department of the second pay list or bill rendered subsequent to the authorization of the advance, the amount of the latter will be summarily retrenched from such pay list or bill.

6. Where the move entails several stations being visited on duty, only one form need be used, the application stating that the movement is from (starting point) to (destination), halting at (intermediate stations). Where a number of subordinates are travelling together from one station to another only one form and claim need be prepared, but in lieu of items 1 and 6 in Statement A, a nominal roll should be appended giving the full information required by those items for each individual and his family.

7. Travelling claims will be passed only for fare rates by the main route, though it is open to the individual to proceed by any route he pleases, subject to his arriving at his destination by the prescribed date.

8. When a family moves with the officer their travelling allowances will be included in the officer's bill. In other cases a separate claim should be preferred on this form when the journey has been actually completed, the date of the officer's travelling claim which contained the authority for the move of the family and the account with which it was sent to the Mily. Accts. Department being quoted in the family claim. If the officer travelled on a warrant, the number, date, and station of issue of the warrant, must be quoted. If he is marching with his unit, this fact should be noted on the claim.

9. Where the family does not move from or to the same station as the officer, the claim must show the actual journey performed, but the travelling claim must be limited to the allowance admissible for the journey in question, or to what would have been admissible if the family had accompanied the officer, whichever is less. For instance, an officer transferred from Peshawar to Calcutta who prefers to send his family to Simla, can draw travelling allowance for them only between Peshawar and Simla. An officer transferred from Simla to Calcutta who prefers to send his family to Ootacamund can draw only the travelling allowances admissible for them for the journey between Simla and Calcutta. An officer transferred from Calcutta to Peshawar while his family are in Simla, can only draw travelling allowances for them between Simla and Peshawar.

10. If the officer is proceeding on field or other service, or to any station at which families are not permitted to reside, travelling allowances may be drawn for the family for any journey actually performed, subject to the amount claimed not exceeding that which would have been admissible for a journey from the officer's station to the military station nearest to the place to which the officer has been sent, or to the port at which he embarks in the case of over-sea operations.

11. In no case may travelling allowances be claimed on account of a family or members thereof who are not in India at the date of the officer's move, or who do not actually move in consequence of the transfer of the head of the family. Further, if circumstances prevent the family accompanying or moving at the same time as the officer, unless they actually rejoin him at his new station within six months no travelling allowances are admissible. This note is not applicable to passages granted under the second clause of para. 70 (a), A. R. I., Vol. X.

12. Travelling allowances for horses are only admissible for authorized chargers, and for such animals as are actually taken. If a charger is purchased at or taken from an intermediate station, travelling allowances may be passed from such station.

13. Inspecting Officers, travelling under the provisions of para. 33, Vol. X, will prepare their travelling claims on I. A. F. T/1716, and not on this form.

14. Advances of pay when admissible on arrival in India are made at the following rates:—

	Rs
General Officers	1,000
Field Officers	500
All officers below field rank	300
Warrant Officers (including I. S. M. D.)	100
Br. N. C. Os. of and above the permanent rank of Sergeant	75
British rank and file	30



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